VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No: VA2014-P-EX1-000134
Post Title and Level: Evaluation Officer P4
Date of Issuance: 14 October 2014
Duty Station: Vienna, Austria
Organizational Unit: Office for Independent Evaluation
Indicative Minimum Net Annual Remuneration: USD 106,284
(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/tea.asp?include=ss)
Type of Appointment: Fixed Term (100 series)
Employment Fraction: Staff-Full Time
Deadline for the receipt of applications: 04 November 2014

Organizational Context
The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to innovate and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

The UNIDO Office for Independent Evaluation (OIDEV) is responsible for the independent evaluation function of UNIDO. It manages, carries out and provides quality assurance to different kinds of independent evaluations within UNIDO and monitors the management response to such evaluations. EVA ensures also the effective dissemination of lessons learned throughout UNIDO. The Office for Independent Evaluation is located in the Office of the Director General (ODG).

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to swap with other team members as required.

After a certain number of years located at Headquarters, the incumbent must be prepared to be rotated into a position in one of UNIDO’s field offices, as part of the Organization’s Field Rotation Policy.

Main Functions
Under the overall direction of the Director, Office for Independent Evaluation, the incumbent will assume the following responsibilities and functions.

1. Conduct and manage evaluations that are impartial, independent and credible and meet professional standards:
   - Carry out evaluations of projects and programmes
   - Supervise effectively evaluations conducted by consultants
   - Ensure that evaluations meet high professional standards in line with Evaluation Policy and UN Evaluation Norms & Standards
   - Keep abreast of developments in the area of evaluation
   - Ensure that up-to-date evaluation techniques and approaches are applied
   - Cooperate with other UN evaluation units and professional evaluation bodies

2. Ensure that evaluations are useful and that evaluation findings and recommendations are followed up:
   - Prepare reports to management and governing bodies on findings, recommendations and lessons learned of strategic importance
- Organize meetings, workshops and other discussion fora to establish a dialogue on evaluation results (recommendations/lessons learned)
- Ensure that evaluation results taken into account for the design and appraisal of strategies, policies and new projects/programmes.
- Ensure management response to recommendations and monitor the follow up on evaluations.

3. Promote the evaluation function in the Organization
- Design and implement Evaluation Capacity Development (ECD) within the Evaluation Office, in other organizational units and for external partners
- Assist UNIDO staff in preparing, planning and implementing project evaluations
- Contribute to the development and review of policies, guidance, systems, procedures and tools related to evaluation

4. Effectively deploy human and financial resources of the Office for Independent Evaluation
- Plan evaluations and prepare evaluation budgets
- Manage effectively and efficiently the use of resources for evaluations
- Select evaluation consultants based on post requirements
- Supervise evaluation teams

5. The Evaluation Officer will perform other related duties and assignments as and when required

Core Competencies:
- Integrity, Professionalism, Respect for Diversity
- Core Competencies: Results Orientation and Accountability, Planning and Organizing, Communication and Trust, Team Orientation, Client Orientation, Organizational Development and Innovation

Minimum Requirements
Education:
University - Master's degree or equivalent. Sciences (Social) - or related field

UNIDO Languages:
English (fluently) Proficiency in French is highly desirable

Field of Expertise:
A minimum of 7 years professional experience in evaluation. Background in industrial development and knowledge of current issues in the field. Experience related to the Organization's mandates and activities is an asset. Technical and professional skills in the following areas: evaluation design, data collection and analysis.

Developed skills in evaluation management. Ability to independently assume responsibility for managing complex evaluation projects and to supervise team members. Ability to oversee and lead evaluation follow-up and take the lead in disseminating best practices and lessons learned. Skills to manage multiple, concurrent evaluation projects. To negotiate in complex situations and resolve conflicts.

CANDIDATES WHO ALREADY APPLIED FOR THIS POSITION BEFORE DO NOT NEED TO RE-APPLY AS THEIR CANDIDATURES ARE STILL UNDER CONSIDERATION.

THE INITIAL FIXED TERM APPOINTMENT WILL BE UNTIL 30 JUNE 2018 WITH POSSIBILITY OF EXTENSION

Employee of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity. Both at work and during leisure time, only persons who fully and unconditionally commit to those values should consider applying for jobs at UNIDO.
البرنامج يركز على تطوير التعليم الإلكتروني والإنترنت. من خلال إعداد ونشر محتوى التعليم الإلكتروني وتوزيعه على الشبكة، يتوقع البرنامج تحقيق الأهداف التالية:

1. تسهيل الوصول إلى التعليم لجميع الطلاب.
2. تشجيع التعلم الذاتي وتعزيز المهارات الرقمية.
3. تعزيز المشاركة في العملية التعليمية.
4. زيادة احترافية التعليم وتحسين الجودة.

يهدف البرنامج إلى أن يكون جامعًا وشاملًا، يغطي جميع المستويات التعليمية من المدارس الابتدائية إلى الجامعات. يتضمن البرنامج أيضًا إنشاء جوائزة لمن يعمل بشكل متميز في هذا المجال.
All applications must be submitted online through the Online Recruitment System. Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process. Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO website for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacancy positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact recruitment@unido.org.