

Ref. No.: **HRSS/15/08/1287/zt**

TEMPORARY JOB OPENING ANNOUNCEMENT

P-3	Evaluation Officer
TJO Grade Level	Functional Title
Economic Commission for Africa/ Strategic Planning & Operational Quality Division	
Department/Office/Division/ Service/Section	
27/08/2015	10/09/2015
Date of issue (DD/MM/YY)	Deadline (DD/MM/YYYY)

Duty Station:	Addis Ababa	Estimated Start Date:	Effective immediately
Duration of need:	Three Months	Possibility of Extension	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

This position is located in the Evaluation Section/ Strategic Planning and Operational Quality Division of the United Nations Economic Commission for Africa (UNECA) in Addis Ababa, Ethiopia. Under the overall guidance of the Director of the Division, the incumbent will report directly to the Chief of the Section.

Within the delegated authority, the Evaluation Officer will be responsible for the following duties:

1. Conducts evaluations of the Secretariat programmes and cross-cutting topics by:(a) undertaking preliminary research of programme data, UN documents, reports and other available information, and conducts analyses of existing programme data for consideration in the evaluation design;(b) developing the evaluation design , including drafting parts of the terms of reference, contributing to the formulation of the evaluation issues and questions, and developing the project methodology;(c) contributing to data collection and analysis, including conducting interviews, running focus groups, conducting surveys, participating in direct observation, and conducting document reviews;(d) drafting evaluation reports, including formulating evaluation findings and recommendations, and providing supporting evidence for the report;2. Participates in follow-up to evaluation assignments:(a) tracks evaluation recommendations through technology based tracking systems;(b) participates in reviewing the results of projects; reviews relevant documents and reports; identifies problems and issues to be addressed and recommend corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;3. Provides support to the division to strengthen efficiency and effectiveness of the evaluation functions:(a) participates in divisional work groups on work processes and structures;(b) monitors evaluation recommendations;(c) takes on additional division-wide tasks as assigned, such as administrative, human resource and/or substantive work tasks;(d) undertakes evaluation outreach functions; assists in developing and conducting training workshops, seminars etc. to support evaluation, and management review exercises done by other divisions; makes presentations on assigned topics/activities provide substantive support to consultative and other meetings, conferences, etc.;
4. Participates in organizational activities related to the evaluation functions:(a) participates in evaluation related task forces and networks, ;(b) provides support to self-evaluation, including reviewing and commenting on evaluation terms of reference and data collection instruments, offering methodological guidance and advice, and reviewing and commenting on evaluation reports.4. Provides support to the management of audits undertaken by the Board of Auditors and/or bythe Office of Internal Oversight

Services: (a) coordination with oversight bodies on audit matters, (b) coordination during data collection and compilation of relevant documentation (c) tracking implementation of audit recommendations.

COMPETENCIES

PROFESSIONALISM: -Knowledge and understanding of theories, concepts, methodologies and approaches relevant to programme and project evaluation and self-evaluation, etc;-Good research, analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of assignments given;-Ability to plan own work and manage conflicting priorities; - Knowledge of management principles; -Knowledge of policy analysis. -Exceptional tact and persuasiveness in convincing programme managers of usefulness of evaluation techniques and recommendations as a management tool for enhancing quality. -Takes responsibility for incorporating gender perspectives and ensuring the equal participation for women and men in all areas of work. **TEAMWORK:**-Works collaboratively with colleagues to achieve organizational goals-Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others-Places team agenda before personal agenda-Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position-Shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **PLANNING & ORGANIZING:**-Develops clear goals that are consistent with agreed strategies-Identifies priority activities and assignments; adjusts priorities as required- Allocates appropriate amount of time and resources for completing work-Foresees risks and allows for contingencies when planning-Monitors and adjusts plans and actions as necessary- Uses time efficiently. **COMMUNICATION** • Speaks and writes clearly and effectively • Listens to others, correctly interprets messages from others and responds appropriately • Asks questions to clarify, and exhibits interest in having two-way communication • Tailors language, tone, style and format to match the audience • Demonstrates openness in sharing information and keeping people informed.

QUALIFICATIONS

Experience: A minimum of five years of progressively responsible experience in evaluation or related field. Experience in survey and research methodologies as well as in using data visualization tools for evaluation reporting is desirable.

Education: Advanced university degree (Master's degree or equivalent) in social science, public administration, business or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Languages: Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

SPECIAL NOTICE

IMPORTANT: Complete the application, P-11 form, available on the www.uneca.org webpage. No other version of CV will be accepted. All applications must be sent to RecruitmentPPost@uneca.org to receive consideration for employment.

When sending your application, please state in the subject line which position you are interested in as indicated below. Do not send general applications.

The human resources office will evaluate your application to ensure that you meet the minimum qualifications of the position and will provide the hiring manager with a list of eligible candidates.

Only those applicants who are being considered will be contacted for an interview.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

DOCUMENTS REQUIRED:

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Personal History Profile (visit https://inspira.un.org to generate a PHP)
<input checked="" type="checkbox"/>	Last two completed Performance Appraisal or two Reference Letters for external applicants
<input type="checkbox"/>	Other:

ALL SUBMISSIONS TO BE SENT TO RecruitmentPPost@uneca.org
Subject line: - [TJO, Evaluation Officer/SPOQD, P-3, HRSS/15/08/1287/zt](#)

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to

whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments, please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .