

We are pleased to announce the following vacancy:

VACANCY No.: 1667
CLOSING DATE: 14 October 2010 (5.00 p.m. New York time)
POST TITLE: Evaluation Adviser
CATEGORY: ICS – 12 (equivalent to P5)
POST TYPE: Rotational
POST NUMBER: 28836
DUTY STATION: New York
DURATION: One year fixed-term initially
ORGANIZATIONAL UNIT: Evaluation Branch, Division for Oversight Services

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief, Evaluation Branch, the incumbent performs tasks in the following four major areas:

1. Support to Fund-wide Strategic Processes

- Provides technical inputs to the organizational units that are in charge of technical support and strategic planning to ensure adequacy of hierarchy of aims/results and consistency in performance and impact measurement methods.
- Verifies the selection of performance and impact measurement indicators and their respective methodologies.
- Advises on the use of the strategic framework for organization-wide performance measurement through quality process tools.
- Identifies lessons learned to inform future programming, management practices, business processes and policy development;
- Makes recommendations for improving the monitoring and evaluation practices.

2. Oversight Activities through Oversight Missions and Desk Reviews/Studies

- Reviews the relevance of programmes or projects to the real needs of intended beneficiaries.
- Assesses the validity of strategies and approaches proposed or used to identify priorities and challenges and to achieve results for the programmes or projects.
- Verifies compliance of programmes or projects with the global strategic framework of UNFPA.
- Reviews the quality and reliability of programme or project monitoring and assesses the quality of evaluations completed.
- Reviews the adequacy of impact measurement systems of programmes or projects.
- Reviews the available expertise and capacity in UNFPA and amongst counterparts to manage for results.
- Identifies gaps in monitoring and evaluation processes.
- Identifies the major risks that the evaluation may face in achieving programme or project results and proposes effective controls to decrease the residual risks to an acceptable level.

- Periodically, participates in the improvement of the risk model and the oversight programme, including tests and working papers.

3. Evaluation

- Identifies/Proposes evaluation topics, in consultation with other units, and assumes responsibility for the conduct of evaluation work and the final reports of such work;
- Develops the evaluation scope and methodology in the areas of reproductive health, population and development, programme management, etc.
- Analyses and interprets data from various sources through literature review, file research and data base search relevant to the evaluation, selects projects/programmes to serve as case studies and supervises the preparation of or writes background documents;
- Selects and recruits consultants for the evaluation teams, or solicits and selects institutions;
- Assumes overall responsibility for the logistics of the missions undertaken in relation to the evaluation, where necessary;
- Guides and coordinates the contribution of the evaluation team members;
- Finalizes the evaluation report, including editing;
- Presents the evaluation report and follows up on the evaluation including monitoring of actions taken based on the report, and preparation of the analytical reports to be included in presentation to the Executive Board.
- Participates in joint evaluation activities with other organizations (UN organizations and bilateral donors):

4. Organizational Capacity Development

- Contributes to the development of training modules and materials and facilitates staff training events in monitoring and evaluation;
- Contributes to the organizational system on lessons learned;
- Contributes to the DOS website;
- Networks with other UN organizations, bilateral donors, development cooperation organizations, professional institutions/associations on oversight and evaluation strategies, policies and practices;
- Contributes to simplification and harmonization of M&E practices/guidelines among UN organizations.
- Develops guidance materials and tools on monitoring and evaluation approaches and methodologies;
- Participates in activities of the Evaluation Network and contributes to the enhancement of result-based evaluation and monitoring;
- Provides technical advice in the development of programme/project evaluations, including, inter alia, evaluation design, methodology and TOR for evaluators.

CORE COMPETENCIES:

- Values/Guiding Principles
- Performance Management/Developing People
- Working in Teams
- Self-Management/Emotional Intelligence
- Communication
- Appropriate and Transparent Decision Making
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence
- Knowledge Sharing/Continuous Learning

FUNCTIONAL COMPETENCIES:

- Promoting accountability and results-based management
- Impact and influence
- Organizational awareness
- Promoting organizational learning and knowledge sharing
- Job knowledge/Technical expertise

QUALIFICATIONS AND EXPERIENCE

- Postgraduate degree in social sciences, public health, economics, demography or management.
- 10 years of professional experience at the international level, of which 5 years in evaluation in health and/or social sciences including UNFPA core programme areas.
- Field experience with programmes and management is essential.
- Fluency and full working knowledge in English and French or Spanish essential for reading, translating, writing and speaking.
- Substantive technical knowledge and practical experience required in the following:
 - Reproductive health, public health, population sciences, demography, gender issues, and international development.
 - Quantitative and qualitative research and evaluation methodologies
- Knowledge of specialized software applied to evaluation, including IT knowledge to establish and maintain databases and tracking systems, is desirable.
- Strong analytical orientation and sound judgment; initiative, resourcefulness
- Ability to write, synthesize and edit concisely and quickly.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive salary plus housing allowance, home leave, health insurance and other benefits.

How to apply:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at http://www.unfpa.org/employment/application_guide.doc.

Please print out the Guide for your reference during the registration and application process.

Notices: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.