

United Nations JPOs Programme



Vacancy Announcement

**JPO (Associate Expert)
INT-024-17-P108**

- Closing date: 12 October 2017-

I. General Information

Title:

JPO in Evaluation

Sector of Assignment:

Management Evaluation

Organization/Office:

United Nations/ Joint Inspection Unit

Duty Station:

Geneva, Switzerland

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Direct Supervision by: Senior Evaluation and Inspection Officer (P5)

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

The JPO will be supervised on a regular basis. An annual work plan will be agreed upon with the supervisor at the start of the assignment. Thereafter, the JPO's work plan will be updated on a periodic basis. There will be a review and planning discussion with the supervisor at the mid-point Review. A staff performance review will be conducted every six months in line with the Results and Competency Assessment requirements. An End-of-Cycle Appraisal will be conducted on yearly basis.

III. Duties, Responsibilities and Output Expectations

Under the overall supervision of the Senior Evaluation and Inspection Officer, and in accordance with detailed guidance received from the Inspector(s)/Evaluation and Inspection Officer(s) concerned, the incumbent assists in conducting evaluations and inspections at organizations of the United Nations system. In the context of evaluation

and inspection projects, the incumbent will assist projects with data analytics, data visualization and presentation in final reports.

1. Assists in conducting impartial, independent, professional and effective evaluations and inspections by:
 - a. Planning and organizing evaluations and inspections, developing detailed work plans, drafting correspondence, gathering information and conducting preliminary reviews, developing questionnaires and surveys;
 - b. Developing interview guides, participating in evaluation and inspection missions, assisting and advising the Inspectors, participating in interviews, gathering and reviewing documents and other information and documenting the results;
 - c. Analyzing all information collected using quantitative and qualitative methods for data analysis, including sampling techniques, as appropriate;
 - d. Drafting evaluation and inspection reports, notes and management (confidential) letters including recommendations for action.
2. Helps to ensure that evaluation and inspection findings and recommendations have the intended impact by:
 - a. Drafting recommendations that are specific, measurable, attainable, relevant and time-bound (SMART);
 - b. Monitoring timely consideration of reports and recommendation by legislative bodies and executive heads;
 - c. Following-up on the acceptance and implementation of recommendation.
 - d. Assisting in organizing meetings to disseminate evaluation and inspection findings and recommendations.
3. Contributes to the development and implementation of knowledge management and knowledge sharing initiatives (communications activities) by
 - a. Proposing and developing internal and external communication products (JIU internet site and other channels)
 - b. Participating in the dissemination of communication products
 - c. Ensuring quality control of communication products
 - d. Preparing case studies to enhance internal knowledge of how reports and recommendations are used by participating organizations
4. Contributes to further developing and refining evaluation and inspection methodologies and tools by:
 - a. Keeping abreast of developments in the profession;
 - b. Identifying issues and contributing to the development of policies, guidance and procedures;
 - c. Facilitating cooperation and interaction with other evaluation and inspection units and professional bodies of the United Nations system.

Will perform other related duties and assignments as and when required.

IV. Qualifications and Experience

Education:

Advanced university degree in social sciences, public administration, business administration, programme evaluation or a related field. Relevant professional certification is an asset.

Work experience:

A minimum of 2 years relevant working experience in oversight (audit or evaluation), programme management or other relevant functions, preferably at international level.

Languages:

For this post, fluency in oral and written English is required.

Knowledge of French is desirable.

Knowledge of another official United Nations language would be an asset.

Other skills:

Proficiency in the use of standard computer applications, as well the use of tools for data analysis, data visualization and presentation. Very good drafting skills. Knowledge of communication technologies (internet, social media, etc.)

UN competencies:

a. Teamwork

- Works collaboratively with colleagues to achieve organizations 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

b. Accountability

- Takes ownership of all responsibilities and honours commitments
- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards
- Operates in compliance with organizational regulations and rules

c. Commitment to Continuous Learning

- Keeps abreast of new developments in own occupation/profession
- Actively seeks to develop oneself professionally and personally
- Contributes to the learning of colleagues and subordinates
- Shows willingness to learn from others
- Seeks feedback to learn and improve

V. Learning Elements

The JPO will receive on-the-job training in conducting evaluations and will be also encouraged to participate in appropriate internal/external training initiatives pertinent to these functions;

Upon completion of assignment, the JPO will have:

- A good understanding of the mandate and goals of the JIU;
- An overview of the United Nations system organizations and a broad familiarity with different JIU participating organizations;
- Enhanced skills in research and evaluation;
- Enhanced skills in report writing and presentations;
- Experience in planning, time management and working effectively in a multi-cultural environment.

VI. Background Information

As the only independent external oversight body of the United Nations system mandated to conduct evaluation, inspections and investigations system-wide, the Unit aims:

- To assist the legislative organs of the participating organizations in meeting their oversight functions concerning management by the secretariats of human, financial and other resources;
- To help improve the efficiency and effectiveness of the respective secretariats in achieving the legislative mandates and the mission objectives established for the organizations;
- To promote greater coordination between the organizations of the United Nations System;
- To identify best practices, propose benchmarks and facilitate information-sharing throughout the system.

The Joint Inspection Unit (JIU) was created on an experimental basis under General Assembly resolution 2150 (XXI) of 4 November 1966 and extended thereafter under Assembly resolutions 2735 A (XXV) of 17 December 1970 and 2924 B (XXVII) of 24 November 1972. By its resolution 31/192 of 22 December 1976, the Assembly decided to establish the Joint Inspection Unit as a standing subsidiary organ and approved the statute of the Unit, with effect from 1 January 1978. Under Article 1, paragraph 2 of the statute, the Unit is responsible to the General Assembly of the United Nations and similarly to the competent legislative organs of those specialized agencies and other international organizations with the United Nations system, which have accepted its statute (participating organizations).

The Unit is composed of eleven Inspectors appointed by the General Assembly on the basis of their special

experience in national or international administrative and financial matters, including management questions, and with due regard to the principle of equitable geographical distribution and reasonable rotation. Inspectors serve in their personal capacity and are appointed for a term of five years, renewable once.

The Unit is assisted by an Executive Secretary and by the staff allocated according to its approved budget. The budget is presented with the regular budget of the United Nations (Jointly financed activities) and its expenditures are shared by the participating organizations.

VII. How to apply

This vacancy announcement is offered within the US JPO Program and is **open to United States citizens only** (Legal permanent residents in the US are not eligible to apply).

Eligible candidates may apply by e-mail indicating the Vacancy Number INT-024-17-P108 in the subject heading of the e-mail to tcrecruit@un.org.

Applications shall include a letter of motivation and the United Nations Personal History Statement.

The form can be downloaded from <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Please do NOT attach a photo or any other documents to the application.

Applications must be received no later than **COB 12 October 2017**.

Applications received after this date will not be considered. All Applicants will receive a confirmation of receipt but only short-listed candidates will be contacted thereafter for further assessment.

Junior Professional Officers are entry-level professionals, so candidates with the appropriate level of experience typically are in their late-20s to early-30s. However, there is no specific age requirement to apply and all applicants meeting the eligibility requirements set out in the vacancy announcement and possessing the relevant experience are considered.

- *U.S. Presidential Management Fellows (PMFs) are encouraged to apply* -

For more details on the United Nations Junior Professional Officer (JPO) Program of the U.S. Department of State see also

<http://iocareers.state.gov/Main/Content/Page/united-nations-junior-professional-officer-jpo-program>