

Posting Title : Evaluation Officer, P4  
Job Code Title : MANAGEMENT AND PROGRAMME ANALYST  
Department/ Office : United Nations Office on Drugs and Crime  
Location : VIENNA  
Posting Period : 21 April 2022-4 June 2022  
Job Opening number : 22-MGA-UNODC-175840-R-VIENNA (X)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

The post is located in the Independent Evaluation Section (IES), Office of the Executive Director (OED), United Nations Office on Drugs and Crime (UNODC) in Vienna. IES is functionally and operationally independent. IES is responsible for carrying out the evaluation function of UNODC and reports directly to the Executive Director and Member States on evaluation processes and results. The Section further engages closely with all internal and external stakeholders, including Senior Management, the United Nations Secretariat, other evaluation functions within the UN system as well as oversight bodies to strengthen coordination and cooperation. The incumbent will report directly to the Chief of IES.

For more information on UNODC, please visit our website [www.unodc.org](http://www.unodc.org).

### **Responsibilities**

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

- Manage highly complex and politically sensitive in-depth evaluations at programmatic, organizational and strategic level by ensuring that evaluations are carried out in an impartial, objective and credible manner following UN standards and rules, including those provided by the United Nations Evaluation Group (UNEG), ensuring strong human rights and gender-responsive evaluation methodologies as well as identifying and applying innovative evaluation approaches which support the utilisation of evaluation results, also in the context of the UNODC Strategy 2021-2025.

- In close coordination with the Evaluation Officer acting as Deputy Chief of IES, contribute to the development of the UNODC normative standards and (innovative) evaluation tools – also incorporating lessons learned due to COVID-19 -, such as the evaluation management application Unite Evaluations, the evaluation policy and guidelines, in accordance with the international standards and best practices as identified by the General Assembly, other UN relevant organs and offices, including UNEG and ensure adequate involvement of UNODC Member States as per established guidelines and mainstreaming of human rights and gender equality into the evaluation process.
  
- In close coordination with the Evaluation Officer acting as Deputy Chief of IES and the Evaluation Officer, contribute to the evaluation capacity building efforts with internal and external stakeholders, including online and in-person delivery of different types of capacity development efforts in Field Offices and at HQ.
  
- In close coordination with the Chief and the Evaluation Officer acting as Deputy of IES, enhance coordination and communication with Oversight Functions in the UN system (e.g. United Nations Office of Internal Oversight Services (OIOS), Joint Inspection Unit of the United Nations System (JIU), etc.) as well as Department of Management Strategy, Policy and Compliance/Business Transformation and Accountability in terms of evaluation planning, culture and capacity.
  
- In close coordination with the Chief and the Evaluation Officer acting as Deputy of IES, guide and strengthen IES's approach to communication with internal and external stakeholders, including the development of a wide range of dedicated communication products related to the work of IES.
  
- Assist the Chief and the Evaluation Officer acting as Deputy of IES with the evaluation-related review of all UNODC project/programme approval and revision processes; all semi-annual and annual reporting requirements of IES, including (semi-) annual progress reports, annual programme implementation plans, reporting to Governing Bodies, etc.
  
- Assist the Chief with the Section's circulation of its reports, simultaneously to the Executive Director and to Member States with management responses and evaluation follow-up plans subsequently provided and updated on a regular basis.
  
- Identify relevant evaluation results of other international, regional or national organisations related to UNODC's mandated area of work to feed into evaluation-based knowledge products and for sharing lessons learned and best practices within UNODC, also in the context of the UNODC Strategy 2021-2025.
  
- Ensure that the nexus between evaluation and UNODC's mandated area of work, including Gender Equality and Human Rights, is further strengthened and developed in UNODC's evaluation methodologies, approaches, reports, as well as other related products and services, thereby offering useful evaluation results in the context of the UNODC Strategy 2021-2025.
  
- Identify best practices and lessons learned, promoting their use to improve UNODC

programmes' performance.

- Coordinate and contribute to backstopping Independent Project Evaluations, ensuring that UNEG norms and standards are met.
- In close cooperation with the Chief, support Member States to strengthen national evaluation capacity in line with the mandate contained in General Assembly resolution 69/237 and the 2030 Agenda, when and if required.
- Participate in the recruitment of staff, consultants, interns, etc.; provide guidance and supervision to junior staff of the Section.
- In close coordination with the Evaluation Officer acting as Deputy of IES, provide substantive support in the elaboration of the annual work-plan of the Section;
- Assume additional responsibilities regarding the work, outreach and strengthening of IES as and when required.
- Act as back-up to the Evaluation Officer acting as Deputy of IES when required.
- Liaise with UNEG as well as with leading international training institutions in the area of evaluation.
- Perform other work-related duties as required.

## **Competencies**

**Professionalism:** Has very good knowledge of international standards and practices in evaluation and respective evaluation methodologies. Has hands on knowledge of preparing, managing and conducting strategic evaluations. Has in-depth knowledge of UN system evaluation standards and practices. Has ability to propose and formulate a strategic approach to evaluations within the overall framework of the relevant international instruments. Has readiness to take action on resolutions and decisions of intergovernmental bodies. Has extensive knowledge of technical cooperation and development assistance. Has good knowledge of the international crime, drugs and terrorism programme and policies. Has proven ability to produce evaluation reports and papers. Has extensive knowledge in gender-response and human rights sensitive evaluations. Is able to review and edit the evaluation work of others. Is able to produce a range of communication products, using different communication channels and practices. Is able to plan, implement and follow-up on evaluation capacity development activities. Is able to provide succinct reporting on IES products and services. Demonstrates good judgment and initiative, imagination and resourcefulness, energy and tact. Is able to ensure an effective work structure to maximize productivity and achieve the goals of the Section. Is able to manage large scale and complex evaluations. Shows pride in work and in achievements; demonstrates professional competence

and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of 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.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## **Education**

An advanced university degree (Master's Degree or equivalent) in evaluation, social sciences, economics or other relevant discipline is required. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of seven years of progressively responsible experience in managing evaluations in an international context is required.

Comprehensive experience in evaluation methodologies, tools, policies, procedures and operations is required.

Experience in managing staff and evaluation teams is required.

Experience in planning and implementing evaluation capacity development activities is

required.

Experience in conducting and managing human rights and gender-responsive evaluations is desirable.

Experience in managing highly complex, politically sensitive and strategic evaluations is desirable.

Experience in managing evaluations related to UNODC's mandated area of work is desirable.

Experience in managing country-level evaluations is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise and a competency based interview.

## **Special Notice**

This post is financed from extra-budgetary resources. Filling of this position is subject to funding availability and the initial appointment will be for a period of one year. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse

and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

Vienna is classified in the H category (family duty station).

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**