

Posting Title : Associate Evaluation Officer, P2  
Job Code Title : ASSOCIATE EVALUATION OFFICER  
Department/ Office : United Nations Office on Drugs and Crime  
Location : VIENNA  
Posting Period : 1 September 2022-15 October 2022  
Job Opening number : 22-MGA-UNODC-184560-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**

This position 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 ensures independent, timely and effective evaluations, in line with the standards and norms of the United Nations Evaluation Group (UNEG) and following the recommendations of the Office of Internal Oversight Services (OIOS). The Associate Evaluation Officer will work under the direct supervision of the Chief or Deputy Chief of IES.

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

### **Responsibilities**

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

- As a member of the team contribute to the backstopping process of independent project evaluations, including relating to field offices with the highest need for support; provide substantive support to the management of in-depth evaluations and contribute to evaluation exercises, including activities away from Headquarters; provide technical support and assistance to staff 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).
- Assist the Deputy Chief and Chief in the preparation of inputs for the development of the UNODC evaluation tools, methodologies, guidelines and templates in accordance with the international standards and best practices as identified by the General Assembly, other UN

relevant organs and offices, including UNEG; keep abreast of best practices and lessons learned, promoting their use to improve UNODC programmes' performance.

- Service and participate in the process of the strengthening of evaluation capacity in UNODC Headquarters and Field Offices through systematic needs-assessment for capacity-building, tailored training and joint initiatives with the Staff Development Unit; in cooperation with all three IES teams, provide assistance to facilitate special evaluation capacity building, providing training, induction courses and presentations on evaluation matters in working language of the Field Offices, specifically Spanish and French.
- Provide support in researching, compiling, analysing and summarizing information on completed, on-going and up-coming evaluation related activities.
- Contribute to evaluation-related knowledge management products of IES, including e.g., the Meta-Synthesis, or thematic analyses on UNODC's mandated area of work and contribute to IES' engagement with UNEG, other UN Evaluation Functions and UN Resident Coordinators.
- Maintain and update monitoring tables of evaluation plans - including relating to field offices - consultants, etc. and contribute to the data collection for IES's Results-Based Management tools and plans.
- Provide support to all three IES teams (evaluation capacity development; evaluation results; evaluation-based knowledge management, communication and innovation) as necessary and requested.
- Conduct background research on various topics relating to evaluation, National Evaluation Capacity Building, SDGs, UN reforms, UNODC mandate-related areas of work with a particular focus on drugs, crime and terrorism prevention, Human Rights and Gender Equality, current trends in UNODC's mandated area of work, etc. contributing thereby to preparing different knowledge products, guidelines, templates, reports in IES's three teams; contribute to reports, briefs, and other communication products as requested.
- Support project revisions and project approvals as regards evaluation in the Direct Approval process; advise on mandatory evaluation criteria for all projects and programmes at UNODC.
- Provide support to produce proposals for Annual Voluntary Contribution to UNODC and financial reports to donors.
- Perform other work-related duties as required.

## **Competencies**

**Professionalism:** Has knowledge of international standards and practices in evaluation and respective evaluation methodologies. Has experience in backstopping evaluations. Has knowledge of UN system evaluation standards and practices. Has knowledge of technical cooperation and development assistance. Has knowledge of the international crime, drugs and terrorism programme and policies. Is able to review and edit the evaluation work of others. 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. 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 honours 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 social sciences, evaluation, or a related area 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.

A first-level university degree and no experience will be accepted for candidates who have passed the Young Professionals Programme Examination/United Nations National Competitive Recruitment Examination (NCRE) or the General Service to Professional Examination (G to P).

## **Job Specific Qualifications**

### **Work Experience**

A minimum of two years of progressive work experience in evaluation of projects and programmes, or the successful completion of the Young Professionals Programme Examination/United Nations National Competitive Recruitment Examination (NCRE) or the General Service to Professional Examination (G to P) is required.

At least two years of work experience in evaluation capacity building is desirable.

Experience conducting background research in relation to preventing and countering crime and terrorism is desirable.

Experience in human rights sensitive evaluation methods is desirable.

Comprehensive experience with United Nations policies, procedures and operations, including the United Nations Evaluation Group norms and standards is desirable.

Experience in conducting strategic analysis of evaluations on a meta-level is desirable.

Work experience with an enterprise resource planning (ERP) system, such as SAP, is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of French and/or Spanish is desirable.

## **Assessment**

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

## **Special Notice**

This position is funded 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. Any extension of the appointment will be subject to the availability of funding.

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.