



United Nations Educational,
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 191 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Evaluation Specialist**

Organisational unit **Evaluation Section, Internal Oversight Services**

Duty station Paris, France

Grade P-4

Post number IOS-907

Closing date **2 August 2006**

Main responsibilities Under the authority of the Director IOS and direct supervision of the Senior Evaluation Specialist, and in line with policy of results-based management and accountability for results, the incumbent will:

- Be responsible for the Unit's contribution to the evaluation of activities financed from the regular and extra-budgetary sources. In particular, he/she will: (a) be responsible for the provision of advice and the necessary methodological backstopping for evaluation activities, internal and external, and for the oversight of the implementation of evaluation recommendations and appropriate integration of lessons learned in programme activities of the Organization; b) participate as a team leader, when appropriate, in the evaluation of programmes and projects financed from regular and extra-budgetary sources; c) take part, having helped to develop appropriate methodology and performance criteria, in performance/programme reviews related to regular and extra-budgetary activities;
- Contribute to the elaboration of performance indicators and measures during the preparation of major planning and programming documents;
- Contribute to the development of guidelines, procedures and methodologies to be applied by evaluators in assessing programme results of activities financed from regular and extra-budgetary activities;
- Be responsible for the design of training modules/material and practical training of Secretariat staff members in evaluations;
- Be responsible for the improvement and management of the Organization's database on the evaluation of regular and extra-budgetary activities;
- Be responsible for establishing and maintaining working contracts with the evaluation units, such as other UN system Organizations, the World Bank, bilateral donors etc.

- Profile**
- Advanced university degree in social sciences, particularly in evaluation, business and public administration, economics, project planning and management and in at least one of the fields of competence of UNESCO. A background in education would be preferred.
 - 7-10 years' experience with at least 6 years' experience in programme and project evaluation of relevance to policy-making.
 - Thorough academic grasp of evaluation principles and practices, with particular emphasis on developing and monitoring performance measures.
 - Strong analytical and writing skills – Training in Logical Framework would be an advantage.
 - Proven project and team management skills as well as strong communication skills.
 - Proven ability to work independently and with minimum supervision with strong people's skills.
 - Knowledge of common computer applications (Ms Word, Excel, etc.) and in particular specialized software applied to evaluation; IT knowledge to establish and maintain databases and tracking system.
 - Excellent knowledge of English or French and good knowledge of the other language.

Conditions of employment UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around € 80,000 (€ 74,500 if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependant children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking Organization.

How to apply Candidates should use UNESCO's online application system at www.unesco.org/employment. Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post number "IOS-907".

Women as well as nationals from non- or under-represented Member States are encouraged to apply

Non- or under-represented Member States as of May 2006 (please check at www.unesco.org/employment for the latest situation): Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Belize, Bhutan, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Cook Islands, Cyprus, Djibouti, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Maldives, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Mongolia, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Portugal, Qatar, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Lucia, San Marino, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Slovakia, Slovenia, Solomon Islands, South Africa, Suriname, Swaziland, Switzerland, Tajikistan, Timor-Leste, Togo, Tonga, Turkmenistan, Tuvalu, Ukraine, United Arab Emirates, United States of America, Vanuatu, Venezuela, Viet Nam