


Vacancy announcement		
UN JPO Programme		
<i>JPO in Evaluation</i>		
United Nations Secretariat, Department of Peace Operations, Policy, Evaluation and Training Division		Closing Date 31 March 2019, 6pm EST
<p>Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates with the Dutch nationality. CANDIDATES MUST HAVE THE DUTCH NATIONALITY TO APPLY.</p> <p>For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation: http://www.nedworcfoundation.nl/NL/JPO/General Information.htm</p> <p>Please read the criteria and FAQ section carefully before applying.</p>		
<u>Vacancy Announcement 18P046</u>		
I General information		
Title:	JPO in Evaluation	
Sector of Assignment:	Evaluation	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Secretariat, Department of Peace Operations (DPO), Policy, Evaluation and Training Division (PETD)	
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years	
Grade:	P2 step 1 in the first year	
II Duties, responsibilities and Output Expectations		
General		
The objective of this position is to support the work of the Department of Peace Operations, Evaluations and Training Division (PETD). Under the supervision of the Chief, Evaluation Team, the JPO will:		
<ol style="list-style-type: none"> 1. Assist in the planning of evaluations of the work of the Department of Peacekeeping Operations, the Department of Field Support and field missions. <ul style="list-style-type: none"> • Support the development and implementation of a comprehensive framework to strengthen the self-evaluation capacities of field missions. • Support the development of policies, practices and criteria for evaluations of Headquarters support for field missions and for evaluations of field missions. 2. Assist and contribute to the conduct of Headquarters and mission evaluation programmes. <ul style="list-style-type: none"> • Research and support the design of information collection methods, analyze and present findings and formulate recommendations. • Support the management of evaluations and identify issues to be addressed and initiate corrective actions; coordinate with relevant parties; ensure follow-up actions; and, identify "lessons learned" for best practice review. • Participate in evaluation interviews, prepare official meeting notes, draft sections of evaluation reports, and assist with the monitoring of the implementation of evaluation recommendations. 		

- Provide substantive and logistical backstopping to evaluation teams, such as follow-up meetings and conferences, which includes proposing agenda topics, identifying participants, and preparing documents and presentations and summaries.
3. Support the Evaluation Team in all other tasks, including but not limited to:
- Coordination of outreach activities;
 - Support the delivery of training workshops to field missions, such as on the principles and practices of monitoring and evaluation.
 - Deliver presentations on peacekeeping evaluation findings and practices.
 - Participate in the development of the Evaluation Team's budget, performance report and other administrative activities and perform other duties as required.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have/be able to:

- Apply various tools and methodologies to evaluate programme performance of United Nations peacekeeping operations at different-levels.
- Identify critical gaps in organizational performance and formulate recommendations.
- Understand current issues and challenges affecting United Nations peace operations
- Develop capacity to design evaluation questionnaires, conduct interviews and draft evaluation reports.
- Use DPO tools to capture and share knowledge.

The JPO Programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers in Turin scheduled to take place in fall 2019.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4,000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Chief, Evaluation Team

Content and methodology of supervision:

The supervisor and incumbent will be in contact concerning all aspects of the work on daily basis. A personal work plan will be developed, including roles and responsibilities, expected outputs, and personal learning goals and will focus on supporting the Evaluation Team's work in examining programme performance of United Nations peacekeeping operations at different-levels and addresses critical gaps in organizational performance. Planning and execution of work will be done in close consultation with the Chief and with other members of the Evaluation Team. Technical skills will be acquired through mentoring, on-the-job training, and, where required, through external capacity building initiatives. Initial supervision will be as intense as necessary, gradually guiding the JPO towards greater independence and responsibility. Review meetings on the workplan with the team leader will be held regularly. The JPO may participate in evaluation visits to United Nations field missions as part of the Evaluation Team and will draft sections of the evaluation reports. In addition to informal contact on daily basis, team meetings are held once a week. The JPO will be encouraged and guided to manage all aspects of his/her work, including planning, implementation and review.

V Required Qualifications and Experience

Education:

Advanced university degree (Masters or equivalent) in the field of social sciences, management, economics, political science, international relations, law, or another relevant field.

Work experience (incl. internships [50%] and volunteering [50%]):

Minimum 2 to maximum 4 years of relevant experience, preferably in the field of evaluation of organizational performance, including experience in the use of various research methodologies and sources. Experience working in post-conflict settings is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official United Nations language, preferably French, is an advantage.

Other skills:

Proficiency in Microsoft Office applications.

Key competencies:Communication:

speaks and writes clearly and effectively, demonstrates openness in sharing information and keeping people informed, listens to others, correctly interprets messages from others and responds appropriately.

Planning and Organizing:

“identifies priority activities and assignments; adjusts priorities as required, allocates appropriate amount of time and resources for completing work, monitors and adjusts plans and actions as necessary.

Teamwork:

works collaboratively with colleagues to achieve organizational goals, places team agenda before personal agenda, solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others.

VI Background information on Agency/Department/Section

The Evaluation Team provides DPO with an internal evaluation mechanism to strengthen the performance of peacekeeping operations worldwide. The Evaluation Team is comprised of two professional and one administrative staff member and is responsible for:

- Planning DPO internal evaluations;
- Leading, conducting and/or organizing four internal evaluations per year;
- Briefing the Senior Management Team (SMT) of the evaluation results;
- Providing guidance and support to programme-led evaluations conducted at the Divisional and mission levels; and,
- Developing tools to strengthen the measurement of performance and assessment of impact of United Nations peacekeeping operations.

VII How to apply

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via

<https://www.un.org/development/desa/jpo/jpo-vacancies/>

<http://www.un.org/development/desa/jpo/wp-content/uploads/sites/55/2019/01/VA-18P046-DPO-PETD-JPO-in-Evaluation-NY.pdf>

Applications must be received no later than COB **31 March 2019, 6pm (Eastern Time UTC-5, New York USA)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter for further assessment.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.