

**INTERNATIONAL LABOUR OFFICE**

**JPO**

**Technical Cooperation Programme**

**Post Number: 1713**

**ANNOUNCEMENT OF VACANCY**

**Date first issued: Jan 2023**

**Closing date for application: No fixed date**

## **Job Description**

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### **General information:**

Title of post: JPO Associate Evaluation Officer. ILO EVALUATION Office, DG Reports

Duty station: Geneva, ILO headquarters

Duration of appointment: Fixed-term, 12 months with possibility of extension

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### **Supervision:**

Direct supervision by: Mr. Guy Thijs

Title of the supervisor: Director, Evaluation Office

Content and methodology: opportunity to learn and apply evaluation methodologies, join a team of junior and senior evaluators in completing evaluation reports, undertake joint field missions as required; daily contact with supervisor and other evaluation practitioners within and outside the ILO (including the United Nations Evaluation Group-UNEG).

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### **Duties and responsibilities**

This position is located in the ILO Evaluation Office (EVAL) which reports directly to the Director-General's Office. EVAL manages the effective implementation of the ILO evaluation policy by independently evaluating ILO strategies, policies and programmes, high-level projects and thematic topics. It has direct responsibility for conducting independent evaluations of major ILO programmes and strategies, including Decent Work Country Programmes. It also has responsibility for overseeing and approving independent decentralized evaluations called for by the [ILO Evaluation Policy](#). It reports annually to the Governing Body who endorses its reports and recommendations. EVAL also acts as the secretariat for the Evaluation Advisory Committee" and provides guidance and capacity building on evaluation. It engages with the UN system through the UN Evaluation Group and other UN system processes.

Under the general direction of the Director of the Evaluation Office, the Associate Expert will work as a member of the EVAL team, assisting in carrying out the Office's functions and in particular, the following duties:

- i) Assist the EVAL team in carrying out all types of evaluation activities (projects, strategy and policy, country programme, thematic and impact evaluation);
- ii) Select, organize and summarize background data and information relevant to the evaluation.
- iii) Support the development of evaluation methodologies and guidance materials, and assist in the revision and preparation of training materials on monitoring, evaluation, and internal/ self-evaluation;
- iv) Participate in training workshop and seminars on evaluation for field staff and prepare reports and presentations.
- v) Participate in a support function to senior evaluation officers in UN system wide working groups or other international events as a learning opportunity
- vi) Review draft evaluation terms of reference (TOR) and draft comments on designated evaluation reports and documents.
- vii) Draft sections of reports and documents such as evaluation briefs, abstracts, manuals;
- viii) Assist in the development and maintenance of evaluation information management and dissemination, including evaluation summaries, lesson-sharing system and web-pages;
- ix) Any other tasks

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### **Qualifications and experience:**

**Education:** Advanced university degree in one of the social sciences or business administration with sound research methodology component; oversight related, preferable with evaluation methodology related training our course work

**Experience:** Suitable experience corresponding to one to two years in a field related to the above duties or strong interest in evaluation work as evidenced by academic work.

**Language:** Excellent written and spoken English and working knowledge of French or Spanish desirable.

**Competencies:** Good communication skills. Ability to participate in a team-based and information-sharing environment. Capacity to plan, prioritize and deliver tasks on time. Knowledge or experience in web design and development. Basic knowledge of research and evaluation (desirable) methods. Strong writing skills.

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### **Training and learning elements**

In addition to an opportunity to develop her/his skills and knowledge in evaluation methodology, standards and practice, the post will give the incumbent an exposure to follow programme developments in ILO's technical departments and country offices. Specific learning elements are:

- i) Knowledge of programming, results-based management principles and how they relate to review processes and evaluation work. Knowledge of how evaluation is done in general and specifically in the UN system as part of the programme and project cycle in international development cooperation.
  - ii) Knowledge of role of evaluation in the context of the SDGs and COVID-19 pandemic response and how it contributes to the decent work agenda.
  - iii) Development or improved analytical and research skills in performance assessment, synthesis reviews and meta-studies.
  - iv) Knowledge of research methods applied to evaluation and organizational review.
  - v) Improvement in training skills and preparation of virtual or face-to-face workshops and seminars.
  - vi) Communication and presentation skills
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