

Job Description Form for Jobs in the Professional and higher categories



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

JOB PROFILE

Functional Title:	Junior Professional Officer (JPO)	Grade: L2
Organizational Unit:	EIO/IEU	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief, Independent Evaluation Unit (P5)

I. Organizational Context (generic text)

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The position is located in the Office of Evaluation and Internal Oversight (EIO), under the Independent Evaluation Unit (EIO/IEU). The Office of Evaluation and Internal Oversight (EIO), through its Independent Evaluation Unit (EIO/IEU) is responsible for the management and conduct of independent evaluations of UNIDO. It supports learning, continuous improvement and accountability, and provides factual information about result and practices that feed into the programmatic and strategic decision-making processes. Evaluation is an assessment, as systematic and impartial as possible, of a programme, a project or a theme. Independent evaluations provide evidence-based information that is credible, reliable and useful, enabling the timely incorporation of findings, recommendations and lessons learned into the decision-making processes at organization-wide, programme and project level. The evaluation function is guided by the EIO Charter, and the UNIDO Evaluation Policy, which is aligned to the norms and standards for evaluation in the UN system.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief, Independent Evaluation Unit in the The Office of Evaluation and Internal Oversight (EIO/IEU). The work plan will be prepared jointly by the direct supervisor, Director/Chief and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her team and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

II. Main Responsibilities

- Support EIO evaluation function and EIO/IEU staff with evaluation research/analysis for the implementation of EIO Evaluation work programme activities, as required, especially related to GEF-funded programmes and projects.
- Provide specific support to Evaluation Officers in IEU on:
 - GEF-funded project evaluations (preparation of TORs, supporting evaluation teams during the evaluation process, quality assurance)
 - Development and testing of Theory of Change (ToC) for different UNIDO programmes
 - Country evaluations
 - Thematic/Strategic Evaluations.
- Support EIO/IEU in maintaining and further improving the recommendations and lessons learned data base, its use and other follow up on evaluations.
- Support the introduction of modern IT tools in the work of EIO/IEU.
- Performs other related duties and assignments as and when required.

III. Core Values and Competencies

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

IV. Minimum Organizational Requirements

Education:

Advanced university degree in social and development studies, or other field relevant to UNIDO's mandate, is required.

Experience:

- A minimum of three (3) years of relevant professional experience, including at the international level, involving evaluation management and support, is required. Experience in all phases of the Project Cycle, is required.
- Familiarity with evaluation practices, methodologies and processes used by the major multilateral and bilateral technical cooperation agencies;
- Knowledge of multilateral technical cooperation and the UN, international development priorities and frameworks.
- Experience in evaluating the needs, conditions and problems in developing countries, is desirable.

Language Skills:

Fluency in written and spoken English is required. Fluency in or working knowledge of other official language(s) of the United Nations is desirable.

V. Learning Elements

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of assignment, the incumbent should be in a position to:

- Understand the concepts of working with international organizations and/or similar, including Government institutions;
- Participate in relevant phases of the working process;
- Work effectively in a diverse and multi-cultural environment.