

Job Description for Professional Posts

Reference: DGO2025/03

Position and Grade:	Associate Evaluation Officer, P2
Organizational Unit:	Programme Evaluation Group Office of Internal Oversight Services
Duty Station:	Vienna, Austria
Type/Duration of Appointment:	FT – JPO, 1 year

Organizational Setting

The Office of Internal Oversight Services (OIOS) comprises four main functional areas: internal audit, investigation, management services and programme evaluation. In accordance with its Charter, OIOS provides the Director General and IAEA managers with objective, independent and systematic assessments for the purposes of improving the efficiency and effectiveness of programme delivery, and ensuring accountability, sound governance, risk management and internal control, and good management practice.

Main Purpose

As a member of the Programme Evaluation Group, under the general direction of the Head of the Programme Evaluation Group, the Associate Evaluation Officer supports the conduct of professional evaluations of Agency programmes, projects and other activities, as well as other evaluation-related activities of the Group.

Role

The Associate Evaluation Officer is (i) a professional providing support to OIOS Evaluation Officers who manage evaluation projects, thereby helping with the planning and conduct of evaluation assignments of low- and mid-level complexity; and (ii) a team member, supporting the implementation of the OIOS Evaluation Groups programme of work overall.

Partnerships

Under the supervision of the Head of the Programme Evaluation Group, the Associate Evaluation Officer partners with OIOS Evaluation Officers in the context of specific evaluation assignments, and contributes to the discussion of evaluation plans, evaluation data, and evaluation findings. He/She also interacts with internal client's focal points to support data collection, and with external consultants / experts when relevant.

Functions / Key Results Expected

- ① Support the planning, implementation and report drafting phases of evaluations ensuring that the evaluations meet high professional standards in line with the IAEA evaluation policy and UN evaluation norms and standards.

- ⌚ Help to identify and liaise with evaluation consultants/experts to ensure high quality evaluations.
- ⌚ Coordinate field missions, panel meetings and other workshops with external experts/consultants and provide them with necessary information.
- ⌚ Support the OIOS evaluation function by performing benchmarks and analyses of best practices in comparable organizations and conduct research and inquiries.
- ⌚ Contribute to the development of methodologies and tools as part of the continuous improvement of the OIOS evaluation function.
- ⌚ Perform other duties as required.

Competencies and Expertise (do not revise or edit)

Core Competencies		
Competence	Occupational Role	Behavioural Indicator
Communication	Individual Contributor	Communicates orally and in writing in a clear, concise and impartial manner. Takes time to listen to and understand the perspectives of others and proposes solutions.
Achieving Results	Individual Contributor	Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.
Teamwork	Individual Contributor	Actively contributes to achieving team results. Supports team decisions.
Planning and Organizing	Individual Contributor	Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans.

Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Client orientation	Associate	Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.
Judgement/decision making	Associate	Consults with supervisor/manager and makes decisions in full compliance with the Agency's regulations and rules.
Commitment to continuous process improvement	Associate	Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports

RESTRICTED

		the application of sound quality management standards and process improvement.
--	--	--

Expertise	
Expertise	Description
Internal Oversight Programme/Project/Country Evaluation	Knowledge of and experience in designing evaluations and / or research projects; and applying qualitative and quantitative data collection and analysis methods.
Internal Oversight Quality Management	Familiarity with state-of-the-art management and evaluation concepts, notably in line with UNEG norms

Education, Experience and Language Skills

- ⌚ University degree in social science, political science, engineering, economics, or another relevant discipline.
- ⌚ Advanced university degree in social science, political science, engineering, economics, or another relevant discipline would be an advantage.
- ⌚ Minimum of two years of professional experience in evaluation or research, project management and/or programme implementation.
- ⌚ Relevant experience at the international level would be an asset.
- ⌚ Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

RESTRICTED