

Staff Recruitment

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Evaluation Officer - 20135-TA

Evaluation Section, Internal Oversight Division

Grade - P3

Contract Duration - 9 months

Duty Station : CH-Geneva

Publication Date : 26-Jun-2020 Application Deadline : 10-Jul-2020, 11:59:00 PM

IMPORTANT NOTICE REGARDING APPLICATION DEADLINE: please note that the deadline for applications is indicated in local time as per the time zone of the applicant's location.

1. Organizational Context

a. Organizational Setting

The post is located in the Evaluation Section of the Internal Oversight Division (IOD). IOD serves as an independent and objective reviewer of WIPO operations and activities based on risk and relevance to WIPO management constituencies with a view towards promoting efficiency, effectiveness and impact of the Secretariat's work through providing accountability and learning in accordance with the provisions of WIPO Internal Oversight Charter, Evaluation policy and Oversight Annual Work plans.

b. Purpose Statement

The incumbent will be a member of the IOD team responsible for design, conduct and contribute to produce useful, credible and independent evaluation products that fulfill IOD's mandate and that are in accordance with United Nations Norms and Standards.

c. Reporting Lines

The incumbent will work under the supervision of the Head of the Evaluation Section.

d. Work Relations

The incumbent will work in cooperation and coordination with Program Managers and will have contact with evaluation intended users while managing and conducting evaluations.

2. Duties and Responsibilities

The incumbent will perform the following principal duties:

- a. Design, prepare and carry out programmatic, thematic geographic evaluations and cross-cutting themes.
- b. Follow up the implementation of evaluation recommendations by managers.
- c. Contribute to foster an evaluation culture in the Organization through capacity development within the organization and participate as required in evaluation networks (e.g. United Nations Evaluation Group (UNEG) and Geneva Evaluation Network).
- d. Assist in the development and review of normative evaluation products that improve the quality of the evaluation function within WIPO.
- e. Assist in the production of evaluation knowledge management products that improve access and use of evaluative evidence.
- f. Perform other related duties as required.

3. Requirements

Education (Essential)

First-level university degree in management, social sciences, international development, evaluation studies or related discipline.

Experience (Essential)

At least six years of relevant professional experience in conducting evaluation/research projects, of which a minimum of three in international organizations.

An advanced university degree in one of the aforementioned subjects may be accepted in lieu of two years of experience.

Language (Essential)

Excellent knowledge of written and spoken English.

Language (Desirable)

Good knowledge of French or other UN official language.

Job Related Competencies (Essential)

Excellent knowledge of and skills in applied evaluation/social science research methods and statistical techniques. Including knowledge of a range of evaluation data collection, analysis methods and mix methods.

Knowledge of theories of change and logic models and ability to facilitate development of theories of change and logic models.

Solid knowledge about UNEG Norms and Standards for Evaluation and ability to incorporate them into evaluation design and implementation.

Excellent communication and interpersonal skills and ability to maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity.

Demonstrated ability to maintain independence and impartiality under pressure, and to work under tight deadlines.

Ability to exercise sound and expert knowledge judgement, initiative and discretion on handling confidential and sensitive material.

Ability to integrate human rights and gender perspectives into evaluation processes.

Job Related Competencies (Desirable)

Knowledge of project management in international organizations.

Familiarity with project management and documentation and tools.

4. Organizational Competencies

1. Communicating effectively.
2. Showing team spirit.
3. Demonstrating integrity.
4. Valuing diversity.
5. Producing results.
6. Showing service orientation.
7. Seeing the big picture.
8. Seeking change and innovation.
9. Developing yourself and others.

5. Information

Annual salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment. **Please note that this estimate is for information only.** The post adjustment multiplier (cost of living allowance) is variable and subject to change (increase or decrease) without notice. The figures quoted below are based on the **June 2020** rate of **78.5%**

P3	
Annual salary	\$60,962
Post adjustment	\$47,855
Total Salary	\$108,817
Currency USD	

Salaries and allowances are paid in Swiss francs at the official rate of exchange of the United Nations.

Please refer to [WIPO's Staff Regulation and Rules](#) for detailed information concerning salaries, benefits and allowances.

Additional Information

Temporary appointments are renewable, subject to continuing needs, availability of budget and satisfactory performance with a maximum cumulative length of two years.

Applications from qualified women as well as from qualified nationals of unrepresented Member States of WIPO and underrepresented geographical regions are encouraged. Please click on the following links for the list of [unrepresented Member States](#) and the list of underrepresented regions and the WIPO Member States in these regions.

The Organization reserves the right to make an appointment at a grade lower than that advertised.

By completing an application, candidates understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during the application, may result in disqualification from the recruitment process, or termination of employment with WIPO at a later date, if that employment resulted from such willful misrepresentations.



In the event that your candidature is shortlisted, you will be required to provide, in advance, a scanned copy of an identification and of the degree (s)/diploma(s)/certificate(s) required for this position. WIPO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and these will be reviewed individually.

Additional testing/interviewing may be used as a form of screening. Initial appointment is subject to satisfactory professional references.

Additional background checks may be required.

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