

## JOB DESCRIPTION

### Junior Professional Officer, Associate Evaluation Officer

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| <b>Category / Staff Rules</b> | <b>Junior Professional Officer / P-2</b>   |
| <b>Division / Section</b>     | <b>Office of the Executive Director (OED)/ Strategic Planning, Performance and Governance Section (SPPG)/Independent Evaluation Unit (IEU)</b> |
| <b>Duty station</b>           | <b>Geneva</b>  |
| <b>Comments</b>               | <b>1 Year with possible extension</b>  |

#### ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The International Trade Centre (ITC) assists developing countries and transition economies to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

The ITC Independent Evaluation Unit (IEU) is located within the Strategic Planning, Performance and Governance Section at the Office of the Executive Director. As stipulated in the ITC Evaluation Policy, it is distinct from, but strategically complementary to, the performance management function which oversees the monitoring and reporting at ITC.

As part of ITC development strategy, the ITC Evaluation Unit is playing an increasing role in conducting strategic corporate evaluations to support results-oriented ITC interventions. In addition, the IEU is widening the scope of evaluation within the ITC by rolling out a three-tier evaluation framework to expand its activities in independent strategic evaluations, self-evaluations, and project completion reports. At this juncture, the IEU will benefit from additional resources to continue increasing the influence of evaluation within the organization. The Junior Professional Officer (JPO) will contribute to expanding the scope of evaluation coverage within the ITC and in improving the evaluation reach out to ITC development partners.

In terms of learning and capacity building, the JPO will have the opportunity to develop capacity and experience in development evaluation in the field of Aid for Trade. He / she will acquire comprehensive knowledge in conducting objective-based evaluations and a practical understanding of the functioning of an evaluation function within a Development Agency. As ITC is an active member of the UN Evaluation Group and ITC's evaluation function is endorsed by the United Nations Evaluation Group (UNEG)/Office for Economic Co-operation and Development Assistance Committee (OECD DAC) Professional Peer Review 2016, the evaluation experience and capacity gained by a young professional at ITC will be well recognized in the wider UN system, multilateral development banks, and other development agencies.

The goal of this job function is to support ITC's evaluation function development and to manage evaluations in the field of Aid for Trade.

## DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head, Evaluation and Monitoring, and overall guidance of Chief Strategic Planning, Performance & Governance, the Junior Professional Officer will:

- Assist with conducting and/or managing evaluations that are impartial, independent, credible and meet professional standards.
  - Assist in the planning, preparation and data collection process of evaluation exercises;
  - Support evaluations conducted by staff members and consultants, including in the field;
  - Apply evaluation quantitative and qualitative data collection and analysis tools, techniques and approaches;
  - Keep abreast of developments in the area of evaluation including formal training on evaluation techniques and approaches;
  - Participate in the evaluation of complex programmes and projects and manage smaller project evaluations.
- Promote that evaluations are useful and that evaluation findings and recommendations are followed up.
  - Ensure appropriate presentation of evaluation results for dissemination, including the preparation of evaluation communication products;
  - Ensure that the evaluation intelligence database and documentation, the intra- and internet pages of the IEU are up-to-date, useful and user-friendly;
  - Assist in the monitoring of the management response and follow up on evaluations;
  - Participate in meetings, workshops and other discussion fora to establish a dialogue on evaluation results.
- Contribute to the promotion of evaluation principles and utilization in the ITC.
  - Review evaluation reports for quality control purposes, including the validation of self-evaluations and project completion reports;
  - Assist in the provision of training on evaluation, self-evaluation, monitoring and results based management within ITC organizational units;
  - Assist in providing support/ advice to project/programme managers in the conduct of monitoring and self-evaluations.
- Contribute to the effective deployment of human and financial resources of the IEU.
  - Assist in evaluation planning and preparation of evaluation budgets for individual evaluations.
- Perform any other duties when required.

## REQUIRED COMPETENCIES AND KNOWLEDGE

**ITC'S VALUES** are: Integrity, Professionalism, Respect for Diversity

**ITC'S CORE COMPETENCIES** are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

### CRITICAL JOB-SPECIFIC COMPETENCIES

- Communication
- Teamwork
- Client Orientation

#### **Mandatory knowledge and skills**

- Knowledge of development context and topics;
- Knowledge of project management in development cooperation;
- Knowledge of evaluation design;
- Knowledge of data collection and analysis;
- Good report drafting skills;
- Good communication skills;
- Ability to work in a team.

#### **Desirable knowledge and skills**

- Knowledge of Aid for Trade context and topics;
- Understanding of statistical methods in economic analysis;

### **REQUIRED QUALIFICATIONS**

#### **Education**

Advanced university degree in Evaluation, Economics, Social Sciences, Management, Trade, International Business, or other related studies.

Note: A first level university degree with a relevant combination of academic qualifications and professional experience may be accepted in lieu of the advanced university degree.

#### **Experience**

A minimum of two years in development cooperation projects and / or evaluation. Field experience desirable.

#### **Languages**

Advanced knowledge of English. Working knowledge of French and / or Spanish highly desirable. Knowledge of other UN official languages is an asset.

### **LEARNING ELEMENT**

The Junior Professional Officer will be involved in learning the ITC and UN evaluation principles, methodology and process, and undertaking the design, implementation and follow up of evaluation work in line with ITC's Evaluation Policy and Guidelines and UN Evaluation Group Norms and Standards.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge on ITC and UN evaluation practices: principles, methodology, process and utility;
- Learn from practice on conducting evaluations, developing an evaluation function, communicating findings, and promoting an evaluation culture;
- Participate in evaluation and impact assessment processes and events.

On completion of the assignment, the Junior Professional Officer is expected to:

- Have developed capacity to manage and conduct programme- and project-level evaluations with ITC or other UN organizations;
- Have acquired a clear understanding of the challenges and opportunities in development evaluation, particularly in the Aid for Trade context;
- Be able to plan and implement evaluation work within UN organization and other development agencies.

## BACKGROUND INFORMATION

**Team/Organizational chart:** The Independent Evaluation Unit is part of the Strategic Planning, Performance and Governance Section (SPPG) within OED. It is composed of a Head, Evaluation (P4), an Evaluation Officer (P3) and an Associate Evaluation Officer (P2).

**Interaction with other sections/clients:** The position will imply interaction with all Sections in ITC, in particular with SPPG colleagues.

**Projects/Countries /Events:** The position implies work on all type of ITC activities and projects.



