



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Evaluation Officer	Job Level: P2
Supervisor Title/ Level: Senior Evaluation Specialist P5	Contract type: Fixed-term (JPO)
Organizational Unit: Evaluation Office	Duration of assignment: 2 years subject to satisfactory performance (probation period: 1 year). Extension for a 3rd year (possibly in another duty station) will depend on availability of financial resources and the candidate's performance.
Post Location: New York	

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

This position is located in UNICEF's Evaluation Office (EO) in New York, which conducts global thematic evaluations of strategic significance to the organization and oversees UNICEF's evaluation function, steering the development of evaluation policy, strategy and systems, including evaluation quality assurance processes. Its Director reports to UNICEF's Executive Board through an annual report on the evaluation function, which includes information on selected evaluations. In addition, the EO undertakes methodological work to address evaluation challenges encountered by UNICEF and partners, drawing on international best practice and is committed to investing in methods and tools that deliver credible and timely evaluations. The work of the unit is guided by the [Plan for Global Evaluations 2018-2021](#) seeks to contribute to deepening organizational accountability and learning, in support of the [UNICEF Strategic Plan 2018-2021](#), and in support of the Sustainable Development Goals (SDGs). By providing timely and dependable feedback on what is working well and any shortcomings, the unit helps to strengthen evidence-based decision making by programme managers and national policy makers.

Purpose of the job:

The position of the Evaluation Officer (P2) is part of the Evaluation Office's Independent Corporate Evaluations unit and will reports to a Senior Evaluation Specialist (P5). The Evaluation Officer will be engaged with subject matter in UNICEF's priority areas including health, HIV/AIDS, nutrition, child protection, and water, sanitation and hygiene (WASH).

In general, s/he provides support in the commissioning, management and conduct of evaluations, in promoting follow up and use of evaluation findings and recommendations, and in promoting the evaluation function. The incumbent will also work closely with colleagues to explore and introduce new methods and technologies into the work of the EO.

The Officer is responsible for conducting these activities in accordance with UNICEF's mission, guiding principles, standards, commitments and accountability framework as well as UNEG evaluation norms and standards and UNICEF's Evaluation Policy.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Support evaluation managers in the commissioning, management and where appropriate conduct of evaluations that are impartial, independent, credible and meet professional standards
2. Assist in identifying, introducing and diffusing new and emergent methods and technologies for use in evaluation.
3. Assist in ensuring that evaluation findings and recommendations are followed up.
4. Assist in the effective planning of human and financial resources needed for particular evaluations.

-
1. Support the conduct and/or management of 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;
 - 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.
 - Review evaluation reports to support quality control efforts;
 2. Assist in the identification, diffusion and introduction of new and emergent methods and technologies for use in evaluation.
 - Support to identify methods and technologies with potential application in UNICEF's corporate evaluations;
 - Plan for the introduction and piloting of new methods and technologies within UNICEF's corporate evaluations;
 - Support organization-wide learning through dissemination of information regarding the use of new and emergent methodologies and technologies
 3. Assist in ensuring that evaluation findings and recommendations are followed up.

- Assist in the appropriate presentation of evaluation results for dissemination;
 - Ensure that data-bases and document repositories are up-to-date, useful and user-friendly;
 - Assist in the monitoring of evaluation management responses and follow up on evaluations, engaging with both evaluation managers and the concerned programme section;
 - Participate in meetings, workshops and other discussion fora to establish a dialogue on evaluation results.
4. Assist in the effective deployment of human and financial resources of the Evaluation Office.
- Assist in evaluation planning and preparation of evaluation budgets for individual evaluations.
- The Evaluation Officer will perform other related duties and assignments as and when required.

IV. Impact of Results

The technical and operational expertise provided by the Evaluation Officer to the Evaluation Office will contribute to the successful execution of the Global Evaluation Plan 2018-2021 and therefore contributes to important aspects of organizational learning and accountability. In addition, by supporting the introduction and use of new methods and technologies, the Evaluation Officer will contribute to greater timeliness and utility of corporate evaluations in UNICEF.

V. Competencies and level of proficiency required (based on UNICEF Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (II) ▪ Working with people (I) ▪ Drive for results (I) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Formulating strategies and concepts (I) ▪ Analyzing (II) ▪ Applying technical expertise (II) ▪ Learning and researching (II) ▪ Relating and networking (I) ▪ Planning and Organizing (II)
---	--

VI. Recruitment Qualifications

Education:	An advanced university degree (Master’s) in social science, economics, international or development studies, monitoring and evaluation or related field is required.
Experience:	<ul style="list-style-type: none"> ▪ Two years, preferably three years, of relevant experience required, including two years of professional experience in evaluation. ▪ Knowledge of and familiarity with methods and technologies applicable to evaluation is an asset, incl. experience with digital data collection, analysis of big data sets, and use of new methods in evaluation. ▪ Knowledge of current development issues is required. ▪ Demonstrated interest in UNICEF’s areas of work (Health, Nutrition, HIV/AIDS, Education, WASH, Child protection, or Social protection) is an asset. ▪ Previous work experience in a developing country and/or in a humanitarian context is an asset.

Language Requirements:

Fluency in English is required. Knowledge of other official UN languages is an asset.