

# United Nations Office on Drugs and Crime - UNODC



## Junior Professional Officer Program (JPO)

### I. General Information

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<b>Title:</b>	<b>JPO in Evaluation</b>
<b>Sector of Assignment:</b>	Evaluation
<b>Organization/Office:</b>	Independent Evaluation Unit, Office of Executive Director, United Nations Office on Drugs and Crime
<b>Country and Duty Station:</b>	Vienna, Austria, and tentative field work in one of UNODC's regional offices
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b> Internships/scholarships can be counted at 50% if they were full time and are regarded as relevant professional experience. Remuneration is not the determining factor. We only count internships after the Bachelor's degree.	

### II. Supervision

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Title of Supervisor:  
Chief, Independent Evaluation Unit

Content and methodology of supervision:

Establishment of a work plan: The Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

Regular bilateral meetings with the supervisor (Chief of the Independent Evaluation Unit).

### **III. Duties, Responsibilities and Output Expectations**

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The JPO is expected to assist with the planning, preparation and implementation in relation to the three outcomes of the Independent Evaluation Unit, i.e. conducting evaluations; national evaluation capacity building and evaluation knowledge products. Travel to and possible stay in the field are a substantial part of the duties.

Under the direct supervision of the Chief of the Independent Evaluation Unit, as well as the Deputy Chief of the Unit, the incumbent is responsible for the following duties:

- Assist with in-depth evaluations and the backstopping process of independent project evaluations; provide quality assurance and technical support and assistance to staff and evaluators by ensuring that evaluations are carried out in an impartial, objective and credible manner following UN standards and rules, including those provided by the United Nations Evaluation Group (UNEG), as well as ensuring increased quality of the products of the Unit in line with the recommendations of the OECD/DAC-UNEG Professional Peer Review in 2016 and the results of the Evaluation Quality Assessments.
- Following induction and training on evaluation, the incumbent is expected to be an active member in the work of IEU, including through field missions related to evaluation activities, e.g. evaluation capacity building, evaluation data collection and analysis, etc.
- Assist in the preparation of inputs for the continuous development of the UNODC evaluation normative standards and tools, such as the evaluation handbook, policy, guidelines, templates, etc. in accordance with the evaluation norms and standards of the United Nations Evaluation Group (UNEG).
- Contribute to the development of evaluation-based knowledge products (e.g. IEU Meta-Analysis) through background research – also in relation to UNODC’s mandated area of work -, data collection and analysis, development of methodologies, preparation of surveys, etc. and contribute to efficient knowledge management within the unit.
- Assist with the coordination of and background research on evaluation capacity building, including national capacity building in relation to the new mandate General Assembly (GA) Resolution A/RES/69/237 and the call for country-lead evaluations linked to Agenda 2030 and contribute to internal capacity building as necessary.
- Contribute to Results-Based Management in the work of IEU, e.g. through support to monitoring performance indicators and the semi-annual and annual reports.
- Contribute to Gender and Human Rights aspects being mainstreamed into the entire evaluation process.
- Assist with the recruitment of consultants, interns, etc., if requested
- Keep abreast of best practices and lessons learned, promoting their use to improve UNODC programme performance.
- Perform other duties as required.

### **IV. Qualifications and Experience**

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Education:

**Master’s Degree** in Economics, Social Sciences, Law, Management or other relevant discipline.

Work experience:

At least 2 years of professional experience; preferably previous exposure to bilateral

development agencies or international organizations in the area of evaluation, project management, results-based management or related area.

**Languages:**

Fluency in English, as well as French or Spanish required. Knowledge of other UN languages would be an asset.

**Other skills:**

The incumbent should have a keen interest in evaluation practices and good knowledge and understanding of international standards and practices to counter drugs, crime and terrorism as well as gender equality and human rights. The incumbent should have a keen interest in supporting evaluation capacity in HQ and Field Offices

Full computer literacy (MS Office).

**UN competencies:**

**Communication:** Very good communication (spoken and written) skills in English and French or Spanish, including the ability to draft/edit reports and communications to various counterparts and to articulate ideas in a clear and concise manner ; listen to others, correctly interpreting message from others and responding appropriately; ask question to clarify, exhibit interest in having a two-way communication; tailor language, tone, style and format to match the audience; demonstrate openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

**Planning & Organizing:** develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Very good research, analytical and problem-solving skills, including ability to identify and contribute to the solution of issues/problems; ability to apply sound judgment in the context of assignments given

**Accountability:** takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**V. Learning Elements**

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The JPO will become familiar with:

- All mandates of UNODC, as evaluation examines in depth all substantive areas related to drugs, crime and terrorism as well as human rights and gender.

- The UN structures at HQ and field levels, given that travel to UNODC field offices is envisaged.
- The role of evaluation at the UN level, including the role and function of different oversight bodies, such as OIOS, JIU and audit.
- Best practices in evaluation, following UNEG Norms and Standards, including participatory evaluation approaches and the building of evaluation capacity.
- The entire evaluation cycle of in-depth and project evaluations, including the provision of support to the planning and implementation of an evaluation
- The different methodological tools applied to evaluative work, including analysis of evaluation results at the aggregate level.
- The assessment of the quality of the various deliverables in the evaluation process, including Terms of Reference, inception report, draft and final evaluation report and the provision of related guidance and feedback to staff and external evaluators.
- Efficient communication in a culturally diverse environment.

## **VI. Background Information**

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The Independent Evaluation Unit (IEU) was re-established in 2010 pursuant to the Commission on Narcotic Drugs (CND) resolution 52/14 and the Commission on Crime Prevention and Criminal Justice (CCPCJ) resolution 18/6. In those resolutions, the commissions decided that adequate provisions should be made for the establishment of a sustainable, effective and operationally independent evaluation unit.

In addition, according to CND resolution 54/10 (25 March 2011) and CCPCJ resolution 20/10 (12-13 December 2011), ECOSOC “requests the Secretariat to promote a culture of evaluation throughout the United Nations Office on Drugs and Crime, to mainstream the use of relevant monitoring and evaluation tools in programme planning and implementation, to provide adequate training, as appropriate and within available resources, to staff at both headquarters of the United Nations Office on Drugs and Crime and its field offices”.

Furthermore, in line with CND resolution 56/11 (L.11/Rev. 1.1; para 5) and CCPCJ resolution 22/2 (L3, para 5) (ECOSOC: E/2013/28 E/CN.7/2013/14, 4 April 2013), ECOSOC “requests the continuous support for promoting a culture of evaluation within the United Nations Office on Drugs and Crime at all stages of programme planning, development and implementation”. As per the Joint Inspection Review of Management and Administration of UNODC (JIU Review of Management and Administration at UNODC, JIU/REP/201/10), building an evaluation culture within UNODC is a “shared responsibility”, and as such, it is essential that all UNDOC stakeholders actively participate in this endeavour.

The Unit has developed a logical framework with three outcomes, including a vision encompassing the Sustainable Development Goals (SDGs). The first outcome entails the core function, i.e. evaluating the portfolio of UNODC according to universal standards and norms, with a focus on gender and human rights. The Unit further presents evaluation results to the Executive Director, Senior Management and Member, thereby contributing to UNODC’s culture

of accountability and evaluation.

The second outcome encumbers a new focus on national evaluation capacity building. In 2015, Member States positioned evaluation at the highest political levels by mainstreaming evaluation into the United Nations Sustainable Development Goals (SDGs), as well as adapting General Assembly (GA) Resolution A/RES/69/237 (Building capacity for the evaluation of development activities at the country level), following the “Bangkok Principles on National Evaluation Capacity for the Sustainable Development Goals (SDG)”. The Unit is therefore engaged in supporting Member States to strengthen national evaluation capacity in line with the new GA resolution and the 2030 Agenda.

The third outcome is specified on knowledge products, where evaluation results are further used for analysis, such as meta-analyses, enabling the function to reach new audiences with new innovative evaluation based knowledge products. IEU continuously invests in improved results based management and monitoring, comprising an on-line evaluation application, recording the implementation of evaluation recommendations, as well as a knowledge management database on lessons learned and recommendations and a portfolio analysis of all projects and programmes. Due to changes in relation to Umoja implementation, IEU is currently investing in the development a new web-based evaluation application, replacing the current system.

Given these outcomes, IEU plays a pivotal role in the field, HQ as well as in the context of the United Nations Evaluation Group (UNEG). The unit is an active player on all of these levels, is committed to supporting institutional efficiency, in the pursuit of supporting all stakeholders in creating a world free from drugs, crime and terrorism.

As such, the link between evaluation, accountability, transparency and the UNODC mandated areas have driven the unit to explore innovative approaches to evaluation as well as to evaluation-based knowledge generation. Keeping abreast with the latest developments within and outside the United Nations have underpinned our strategy, as well as the unit’s daily work. Member States, as well as the UNEG members have taken interest in this approach and there an expectation to keep working as “agent of change”.

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Führungskräfte zu Internationalen Organisationen (BFIO).**

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Stichwort: Junior Professional Officer (JPO)**