Vacancy Announcement

Evaluation Officer, P-3
HQ Amman, Jordan

Deadline for Applications 21 September 2020
(07 September 2020 for internal applicants)
Duration 2 years, with the possibility of further extension
Vacancy Announcement Number 20-HQ-AM-24

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified applicants from under-represented groups (based on, for example, gender, geography, disabilities).

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

UNRWA’s strategic objectives
UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions. The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health.

Do you want to make a lasting difference?
If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, and under the direct supervision of the Chief, Evaluation Division you will be responsible for managing and conducting independent, credible and useful evaluations and for contributing to the further development of UNRWA’s evaluation function.

The main responsibilities include:
- Conducting and managing impartial, independent and credible evaluations of projects and programmes applying a mix of quantitative and qualitative methods, data collection and analysis tools, techniques and approaches, and maintaining high professional standards in line with UNRWA’s Evaluation Policy and UN Evaluation Norms and Standards, to improve efficiency and effectiveness;
- Reporting findings to the management and concerned parties, as required; and monitoring the follow-up on evaluation recommendations to ensure implementation and
improvement of projects and programmes;

- Contributing to the promotion of the evaluation function and evaluation principles:
  - Reviewing evaluation reports for quality control purposes.
  - Providing advice and guidance on evaluation to management and staff and contributing to capacity building of UNRWA staff members on the conduct of decentralized evaluations.
  - Participating in meetings, workshops and other discussion fora to establish a dialogue on evaluation results.
  - Contributing to the review and further development of the architecture, policies, guidelines, systems, procedures and tools related to evaluation.
  - Keeping abreast of developments in the area of evaluation.

- Contributing to the effective deployment of human and financial resources of the Evaluation Division:
  - Planning evaluations and preparing evaluation budget for individual evaluations, managing the use of available resources effectively and efficiently.
  - Assisting in selection and supervising performance of evaluation consultants based on project requirements.

To qualify for this position, you will need:

**Education**
A university degree from an accredited educational institution in social sciences, development studies, international relations, public/business administration, management or other related field;

**Work experience**
A minimum of six years of progressively responsible experience in research and evaluation, programme planning, programme cycle management or related field, including a minimum of 2 continuous years of relevant international experience outside UNRWA, and outside the country(s) of which the candidate is a national or holds citizenship, a passport or a national identity number;

**Language(s)**
Excellent command of written and spoken English.

You will also need to demonstrate the following competencies:

**UN Core Values** of Professionalism, Integrity and Respect for Diversity and **Core Competencies** of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply.

- Knowledge of UN context and topics: Has a good knowledge of the role of the UN and of key UN topics like human rights and gender among others.

- Technical and professional skills:
  1) Evaluation design - Has the required competencies to identify issues that would lead to work planning items (with significant guidance), research relevant issues and subjects of interest for potential work planning items (with moderate guidance), and contribute to the development of well-focused Terms of References that include a background, address salient issues, and identify potential impact (with moderate guidance). Has a good understanding of various evaluation methodologies and is able to contribute to the development of the most efficient and effective methodology for an evaluation design (with moderate guidance).

  2) Data collection and analysis – Has the required competencies to collect reliable, valid and accurate information in an objective way. Has a basic understanding of questionnaire design and survey methodology and is able to assist in the development of questionnaires and other review instruments that will address issues identified in the design (with moderate guidance). Understands effective interviewing skills and is able to conduct interviews (with minimal guidance). Uses programme data and records (with some guidance). Has a basic understanding of various sampling techniques and is able to contribute to the development of the most accurate sampling technique for the methodology (with moderate guidance).

- Evaluation process management skills: Has been exposed to evaluation management, including developing a plan and schedule, assigning tasks, milestones, project costing. Will be able to manage simple evaluation projects with little guidance and complex evaluation projects with supervision.

- Oral and written communication skills: Has the required competencies to write accurately in a clear and concise UN drafting style, review documents for content and style, assist with
formal presentations (with moderate guidance), articulate relevant subject matters in a clear and concise way, pose basic questions and contribute information appropriately in formal settings, and effectively use appropriate support items, including charts, graphs, audio-visual techniques, and hand-outs.

- Interpersonal skills: Is able to work together in a professional manner with team members exhibiting patience, courtesy, and respect for others and their ideas.
- Computer skills: Good knowledge of MS Office.


Desirable qualifications:

- Advanced university degree from an accredited educational institution in social sciences, development studies, international relations, public/business administration, management or other related field.
- Experience related to UNRWA’s mandate and activities.
- Work experience in the Middle East.
- Knowledge of Arabic.

Additional information

The incumbent will be required to travel in the Agency’s area of operations in the Middle East.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at $60,962 net tax free with post adjustment of 44.6% (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

- Dependency allowances
- Rental subsidy
- Education grant for children
- Home leave travel
- 6 weeks (30 working days) annual leave
- Pension fund entitlements under the UN Joint Staff Pension Fund
- International health insurance; optional life insurance
- Disability protection

Who we are

For 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: https://www.unrwa.org/

How to apply

To start the application process, applicants are required to register at http://jobs.unrwa.org by creating a personal profile and completing UNRWA Personal History Form. Only applications received through http://jobs.unrwa.org will be considered. Due to the large number of applications received, only short-listed applicants will be contacted via e-mail only. The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.

General information

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and
impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

A roster may be created from the selection exercise and successful candidates may be eligible for appointment to the same post or a similar post. UNRWA may also share its roster pool with other UN Agencies as part of the Mutual Recognition Agreement.

The Agency will disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 25 August 2020/HB