



United Nations Educational,  
Scientific and Cultural Organization

UNESCO contributes to peace and human development in an era of globalization by furthering international cooperation through its programmes in education, sciences, culture and communication. With its 193 Member States and 6 Associate Members, UNESCO has its Headquarters in Paris (France) and operates globally through a network of offices and several institutes.

Post title **Evaluation Specialist**  
Organisational unit **Internal Oversight Service (IOS)**

Duty station Paris, France

Grade P-4

Post number **IOS-007 & IOS-901** (two posts)

Closing date **14 October 2008**

#### Main responsibilities

Under the overall authority of the Director of the Internal Oversight Service (IOS) and the direct supervision of the Senior Evaluation Specialist, the incumbent will:

- be responsible for the Evaluation Unit's contribution to the evaluation of activities financed from regular and extrabudgetary sources, and in particular for the provision of advice and the necessary methodological backstopping for internal and external evaluation activities; for oversight of implementation of evaluation recommendations and appropriate integration of lessons learned in programme activities of the Organization;
- participate as a team leader, when appropriate, in the evaluation of programmes and projects financed from regular and extrabudgetary sources, and take part, having helped to develop appropriate methodology and performance criteria, in performance /programme reviews related to regular and extrabudgetary activities;
- contribute to the elaboration of performance indicators and measures during the preparation of major planning and programming documents and to the development of guidelines, procedures and methodologies to be applied by evaluators in assessing programmes results;
- be responsible for the design of training modules/material and practical training of Secretariat staff members in the evaluations, and for the improvement and management of the Organization's database on the evaluation of regular and extrabudgetary activities;
- be responsible for establishing and maintaining working contacts with evaluation units, such as other UN System Organizations, World Bank, bilateral donors etc.

#### Profile

- University Degree in social sciences, business/public administration, evaluation, or related field.
- Minimum of 7 to 10 years of progressively responsible relevant experience in programme/ project management and evaluation, of which preferably 3 to 5 years acquired at international level.
- Proven experience in at least one of the fields of competence of UNESCO.
- Thorough academic knowledge of evaluation principles and practices with a particular emphasis on developing and monitoring performance measures (knowledge of the Logical framework method would be considered an advantage).
- Good management and coordination skills.
- Good communication skills in an intercultural context (both oral and written).
- Strong analytical skills including the ability to establish links between the Organization strategies and the achievement of the IOS objectives and to identify key issues and opportunities.
- Good level of IT skills (MS Office, use and maintenance of database and tracking system, web-based applications).
- Excellent knowledge of either English or French and good knowledge of the other language.

#### Conditions of employment

UNESCO's salaries are calculated in US dollars but mainly paid in local currency. They consist of a basic salary and a post adjustment which reflects the cost of living in a particular duty station and exchange rates. For this post, the annual remuneration in local currency will start from around 79,100 euros (73,700 euros if without dependants), exempt from income tax. In addition, UNESCO offers an attractive benefits package including 30 days annual vacation, home travel, education grant for dependent children, pension plan and medical insurance. The initial appointment, which is for 2 years, includes a probationary period of 12 months, and is renewable, subject to satisfactory service. Worldwide mobility is required as staff members have to serve in other duty stations according to UNESCO's job rotation policy. UNESCO is a non-smoking organization.

#### How to apply

When applying for UNESCO vacancies, please only use the on-line recruitment system at [www.unesco.org/employment](http://www.unesco.org/employment). Candidates without access to internet may send a paper application by completing the official UNESCO CV form (available at Headquarters, UNESCO Offices, National Commissions in Member States, or any office of a United Nations Resident Representative) in English or French to *Chief, HRM/RCR, UNESCO, 7 place de Fontenoy, 75352 Paris 07 SP, France*, before the closing date, quoting the post numbers: "**IOS-007 & IOS-901**".

UNESCO does not charge a fee at any stage of the recruitment process. If you have any question concerning persons or companies claiming to be recruiting on behalf of UNESCO and requesting payment of a fee, please contact: [Recrutweb@unesco.org](mailto:Recrutweb@unesco.org).

**UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply, as well as nationals from non- and under-represented Member States.**

**Non- or under-represented Member States as of July 2008 (please check at [www.unesco.org/employment](http://www.unesco.org/employment) for the latest situation):** Andorra, Angola, Antigua and Barbuda, Armenia, Austria, Azerbaijan, Bahamas, Bahrain, Belize, Bolivia, Botswana, Brunei Darussalam, Cape Verde, Central African Republic, Chad, Chile, China, Colombia, Comoros, Cook Islands, Djibouti, Dominica, Dominican Republic, El Salvador, Equatorial Guinea, Estonia, Fiji, Gabon, Ghana, Grenada, Guatemala, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Iraq, Jamaica, Kazakhstan, Kiribati, Kuwait, Lesotho, Liberia, Libyan Arab Jamahiriya, Luxembourg, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Monaco, Montenegro, Myanmar, Namibia, Nauru, Niue, Oman, Palau, Paraguay, Qatar, Republic of Korea, Republic of Moldova, Rwanda, Saint Kitts and Nevis, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Singapore, Slovenia, Solomon Islands, Suriname, Swaziland, Switzerland, Tajikistan, Thailand, Timor-Leste, Tonga, Trinidad and Tobago, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United Republic of Tanzania, United States of America, Vanuatu, Venezuela, Viet Nam.