

## **Vacancy announcement - Traineeship in Evaluation, Planning, Performance Monitoring and Evaluation Unit**

**Organizational Unit:** Planning, Performance Monitoring, and Evaluation Unit

**Duration of contract:** 100% of time/40 hours per week at UNITAR offices in Geneva with possibility to telework, 4-6 months with a preference for 6 months

**Indicative starting date:** As of April 2024 (exact date to be defined with the trainee)

**Duty Station:** Geneva, Switzerland

**Deadline for Application:** ongoing

**Area of Specialization/Thematic Areas:** Monitoring, evaluation and organizational learning

### **Overview:**

The United Nations Institute for Training and Research (UNITAR) develops capacities to enhance global decision-making and to support country level action for shaping a better future. The scope of the Institute's work is global with close to 400,000 individuals benefitting from the delivery of more than 1,300 training and related events annually in all parts of the world and in areas as diverse as peace, planet, people, prosperity and a crosscutting dimension. Approximately 65 per cent of the Institute's events are associated with learning outcomes, and an equal percentage of events are held in partnership with other entities.

The Planning, Performance Monitoring, and Evaluation Unit (PPME) provides leadership in the areas of strategic planning, performance management, evaluation and corporate reporting. Among its various functions, the session also leads the Institute's internal quality assurance process and monitors the implementation of recommendations, documents good practices and promotes organizational learning and programming improvement through lessons-learned and the sharing of good practices.

This assignment is designed to develop the incumbent's knowledge and skills in the areas of measuring and evaluating learning outcomes of professional training programmes and related capacity development initiatives.

**General objectives of the contract:**

To support work and deliverables of the Planning, Performance Monitoring, and Evaluation Unit in accordance with the approved programme budget and annual work plan.

**Responsibilities/description of professional services:**

Following an intensive, one-two week immersion period on the subject matter, the incumbent will be responsible for performing any or all of the following tasks:

- Contributing to the preparation of impact stories, evaluations and/or performance reports, including tasks such as data collection and analysis, data visualizations and report writing/editing;
- Assisting with UNITAR contributions to the working groups/task forces of the United Nations Evaluation Group (UNEG) and EvalPartners and EvalSDGs, including background research, mapping exercises, etc.;
- Conducting peer reviews of self-evaluation conducted by programmes;
- Contribute to internal events that contribute to organizational learning;
- Contributing to any other evaluation-related tasks that might arise.

**Learning objectives:**

At the end of the assignment, the incumbent should be able to:

- Align evaluation questions with evaluation criteria;
- Describe 4 different levels for evaluating a training programme;
- Apply 4 different ways to measure learning in a training programme;
- Identify the most appropriate methods for evaluating the relevance, effectiveness, efficiency, impact and sustainability of a training programme;
- Differentiate between findings, conclusions, recommendations and lessons-learned.

Note: The above learning objectives are indicative and may be adjusted depending on the specific nature of the work to be conducted.

**What the trainee will gain from this assignment:**

- Knowledge of and practical experience in designing and undertaking evaluation-related work in a small United Nations entity specializing in training and capacity development in key areas related to the 2030 Agenda for Sustainable Development;
- Possibility to contribute work from the traineeship in the preparation of Bachelor/Master theses or research (optional).

**Measurable outputs/deliverables/schedule of deliverables:**

- Contributions to evaluation/performance reports writing/editing when needed;
- Contribution to the organization of an internal event related to evaluations;
- Contribution to preparation of evaluation reports (data collection, analysis, data visualizations) when needed;
- Contribution to working groups/task forces of the United Nations Evaluation Group (UNEG) and EvalPartners and EvalSDGs, by undertaking background research, writing pop-up notes, etc.;
- Development of infographics to illustrate findings;
- Writing good practice document, guidelines and articles for internal and external purposes;
- Development of four impact stories with data collection, analysis and visualization.

**Performance indicators for evaluation of results:**

Accurate, timely and quality contribution to the above-mentioned Evaluation Reports;  
2 good practice documents;  
1 Evaluation Insight article;  
4 impact stories;  
5 infographics developed.

**Competencies:**

- Professionalism: Ability to conduct data collection using various methods. Conceptual analytical skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the Internet, intranet and other databases. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; shows commitment towards continual learning. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Planning & Organizing: Based on the supervision received, identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; uses time efficiently.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; very good inter-personal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.
- Technological Awareness: Keeps abreast of technology development.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Qualifications:**

Successful applicants will have an interest in the evaluation of training/capacity development initiatives and international affairs, in particular development / Agenda 2030 issues. Prior knowledge and/or interest in evaluation is required. Applicants must be enrolled in an undergraduate/graduate/postgraduate degree in social sciences or related field or be a recent graduate of the aforementioned (if selected, must commence the traineeship within two years of graduation).

**Reporting structure:**

Specialist, Planning, Performance Monitoring, and Evaluation Section

**Languages:**

Fluency in spoken and written English. Knowledge of French and/or Spanish is an advantage.

**Remarks:**

Please note that this is a non-remunerated position. Please note that the minimum time commitment is 4 months. Given the nature of the work involved, part time home based work/telecommuting may be authorized.

General conditions of contracts for the service of traineeship apply. Costs and arrangements for travel, visas, accommodation, and living expenses are the responsibilities of trainees. In order to cover transportation or other miscellaneous expenses during the traineeship a monthly lump-sum of 900 CHF for the Geneva-based trainees will be paid.

**How to apply:**

Send a letter of motivation and Curriculum Vitae to [evaluation@unitar.org](mailto:evaluation@unitar.org) with the following subject line: "Evaluation – traineeship opportunity".

Due to the high number of expected applications, UNITAR will only contact shortlisted applicants.