



**Vacancy No.:** VA/UNSSC/001/2019 (subject to budget approval and classification)

**Post Title and Level:** Evaluation Learning Specialist, P4

**Organizational Unit:** UNSSC Directorate

**Duty Station:** Turin, Italy

**Duration:** One year, extension of the appointment is subject to availability of funds and satisfactory performance

**Deadline for applications:** 22 January 2019

**THE STAFF COLLEGE IS INTERESTED IN SECONDMENT OF STAFF FROM ORGANIZATIONS OF THE UNITED NATIONS SYSTEM**

UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. UNSSC is committed to ensure a work force with balance in gender and geographical distribution. Equally qualified women candidates and candidates from developing countries will be favourably considered.

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The United Nations System Staff College (UNSSC) with its headquarters in Turin, Italy, is the United Nations institution for system-wide knowledge management, learning and training for the staff of the United Nations system. The College is expected to play a pivotal role in contributing to UN reform, the development of a common culture based on effectiveness, expertise and continuous learning through the development, co-ordination and provision of cross-cutting learning programmes which impact on all agencies and staff.

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**Organizational context:**

UNSSC will support a multi-year UNICEF Evaluation Capacity Development initiative that will produce several deliverables for UNICEF Decentralised Evaluation Function. UNSSC will provide a dedicated evaluation training programme, using state-of-the-art material for both on-line and face-to-face trainings, adapted to UNICEF specific needs. This will result in achieving improved evaluation skills for staff throughout all UNICEF regions.

UNICEF Evaluation Capacity Development initiative should consider the various geographic and languages and curricula, workshops and trainings should cover this diversity. To start with, online content and face-to-face trainings will be made available in four languages: English, Spanish, French and Portuguese. Face-to-face trainings will be accessible to all seven UNICEF regions.

**Terms of reference**

Under the overall guidance and responsibility of the UNSSC Director and reporting to him, the Evaluation Specialist is responsible for the implementation of the UNICEF-UNSSC Evaluation Capacity Development initiative. The Evaluation Learning Specialist will be accountable for the delivery and quality of results as per approved work-plans.

The incumbent will be responsible for the following functions:

- 1. Manage the Evaluation Capacity Development Programme**
  - Plan, organize and monitor the implementation of the programme, ensuring that all deliverables are produced in a timely manner and as per clients' expectations;
  - Provide content expertise, ensuring that programmes adhere to the highest quality standards and incorporate the latest developments in adult education, executive learning, as well as learning technologies;
  - Prepare a Result and Resources Framework for the duration of the programme;
  - Develop and implement a monitoring, reporting and evaluation strategy and plan, with detailed milestones for each result;
  - Ensure that internal and external administrative and reporting requirements are met in a timely manner.
- 2. Manage the personnel and consultants**
  - Identify and recruit personnel and consultants in line with internal recruitment policies and procedures;
  - Manage their deliverables and work plans;
  - Manage team dynamics, ensuring a positive and productive work environment.
- 3. Manage the programme budget**
  - Execute and monitor the programme budget, ensuring that programme is financially viable and that the budget is balanced at year-end.
- 4. Design, develop, and deliver learning programme components**
  - Design and develop learning programmes using state-of-the-art methodologies, resources and tools in adult learning (including online learning and blended approaches);
  - Develop learning content and resources incorporating best practices, latest trends and thinking;
  - Deliver and facilitate learning programmes;
  - Evaluate learning programmes and incorporate findings in the planning of new initiatives.
- 5. Manage relationships with clients, stakeholders and donors**
  - Build, nurture and expand strategic partnerships with stakeholders (e.g. resource persons, academic institutions, think tanks, NGOs, the private sector);
- 6. Perform other relevant tasks as required**

**Competencies:**

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the training and learning activities; practical experience in programme/project management and administration; good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field.

Planning and Organising: Sets clearly defined objectives; identifies and mobilises resources; creates and manages timelines; coordinates activities and efforts of internal and external stakeholders; makes contingency plans; monitors progress against strategies; takes account of changing plans while continuing to coordinate efforts effectively.

Collaboration and Teamwork: Establishes good relationships with all stakeholders; identifies and creates opportunities for internal and external partnerships; works with others to develop a collaborative vision and fosters commitment to teamwork; shows respect and sensitivity to differences in gender, culture, religious faith and ethnicity; manages conflict effectively, balancing collaborative approaches with assertion when necessary.

Communication: Good communication skills, including the ability to draft/edit blogs, studies and other communications. Technology Awareness. Fully proficient computer skills and use of relevant software.

**Education:**

Advanced degree in evaluation, political science or equivalent relevant field.

### **Work Experience:**

Minimum seven years of professional experience in the field of evaluation, three years of which should ideally have been in the UN system. Experience in evaluation capacity development is highly desirable.

### **Other Skills**

Proven skills in instructional design, delivery and evaluation of learning and training. Facilitation and presentation skills. Knowledge of distance and computer-based learning is considered an advantage. Networking and interpersonal skills, including the ability to establish and maintain contacts with representatives from government, international organizations, CSOs, academia and other partners.

### **Languages:**

Excellent knowledge of English and at least one other official UN language. Fluency in Spanish is an asset. Advanced presentation and communication skills (ability to train and facilitate in at least two official UN languages is essential).

### **Submission of applications:**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form (<http://www.unssc.org/sites/unssc.org/files/p11un.doc>)
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position; and

The application should be submitted preferably by e-mail to [recruitment@unssc.org](mailto:recruitment@unssc.org) with a subject title of "Application for Evaluation : VA/UNSSC/001/2019".

If electronic submission is not possible, hard copy can be mailed or faxed to:

UNSSC Operations  
United Nations System Staff College  
Viale Maestri del Lavoro, 10  
10127 Turin, Italy  
Fax: (+39) 011 65 35 902

### **Late submission of application and/or incomplete application will not be considered.**

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only those candidates who are successful at the application pre-screening stage will be contacted shortly after the application deadline.

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