



Associate Programme Management Officer (Evaluation)

ONSITE

SWITZERLAND

GENERAL INFORMATION

Host Entity:	OHCHR
Country of Assignment:	Switzerland
Duty station:	Geneva
Volunteer Category:	International UN Youth Volunteer
Number of Assignment(s):	1
Expected Start Date:	09/02/2025
Duration:	9 month(s)
Possibility of Extension:	No
Sustainable Development Goal:	10. Reduced inequalities
DoA ID:	1777530962904320

DETAILS

ORGANISATION MISSION AND OBJECTIVES

The Office of the United Nations High Commissioner for Human Rights (OHCHR) is the Secretariat Department responsible for strengthening international human rights mechanisms; enhancing equality and countering discrimination; combating impunity and strengthening accountability and the rule of law; integrating human rights in development and in the economic sphere; widening the democratic space; and early warning and protection of human rights in situations of conflict, violence and insecurity.

ASSIGNMENT CONTEXT

The Strategic Planning, Programme Management, Evaluation and Change Service (SPECS) takes the lead in translating the High Commissioner's strategic vision into concrete priorities and operational programmes that focus on the achievement of results. The Service works to instill a culture of results-based planning, programming and budgeting across OHCHR, including by ensuring that programme implementation and results are effectively monitored and evaluated, thereby providing a feedback loop to incorporate lessons learned into programme design and implementation. Through ongoing analysis of OHCHR's organizational environment, SPECS helps to identify substantive or managerial gaps in OHCHR's results-based programming and policies, and proposes actions to address them. SPECS supports all parts of the Office in developing Office-wide policies and programmes and in

monitoring and evaluating those.

This recruitment is under the UNEG-UNV Young evaluators programme to deploy young professionals in the field of monitoring and evaluation. This initiative seeks to support the effective delivery of Agenda 2030 and to bolster the UN system monitoring and evaluation capacities, while developing a talent pipeline of young professionals for the future, in the field of evaluation.

UN Youth Volunteer assignments are always without family.

The duration of assignment is 9 months.

TASK DESCRIPTION

Under the overall direction of the Chief of the Strategic Planning, Programme Management, Evaluation and Change Service (SPECS), the UNEG-UNV will report to the Evaluation Programme Management Officer and/or Programme Officer-Monitoring in the respective area of work.

Under the direction and supervision of the Evaluation Programme Management Officer, the UNV shall undertake the following tasks related to the Evaluation function:

- Assist in the management of evaluations in the Evaluation Plan 2025, including the drafting of the TORs, collection of documents from the Performance Monitoring System (PMS) and other sources for desk reviews, preparation of meetings, revision and proof reading of evaluation reports.
- Assist in the drafting of guidelines, checklists and templates for the preparation and format of evaluation reports, executive summaries, evaluation management responses and follow-up actions plans.
- Support the overall evaluation communications strategy, including promoting the use and dissemination of evaluation findings and evaluation knowledge management).
- Update the repositories of evaluation reports in OHCHR intranet and website, as well as in UNEG website.
- Organize the database of evaluation management responses and follow-up action plans.
- Assist in the upload, review and correction of the evaluation related data (reports and management responses) in the Decision Tracking System.
- Assist in the upload of the data of the evaluation in the evaluation module of the Performance Monitoring System (PMS).
- Assist in the revision and maintenance of the database and mailing list of evaluation consultants.
- Assist in the screening and recruitment of candidates for evaluation consultancies.
- Other tasks as directed by the Evaluation Programme Management Officer.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or

encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Updated evaluation section of the Decisions Tracking System.
- Updated evaluation module of the Performance Monitoring System.
- Updated database and mailing list of evaluation consultants.
- Implementation of 2025 Evaluation Plan.
- Implementation of the Evaluation Communications strategy.
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

ELIGIBILITY CRITERIA

Age:	18-80
Nationality:	Candidate must be a national of a country other than the country of assignment.
Required experience:	1 month(s)

ASSIGNMENT REQUIREMENTS

REQUIRED RELEVANT EXPERIENCE

2 year(s)

SKILLS AND EXPERIENCE

Demonstrated interest, knowledge and/or experience (up to 2 years) in Evaluation.

Applicants are not required to have professional work experience for this assignment though any relevant academic and/or practical experience, in particular in the area of Monitoring and evaluation, would be an advantage.

Applicants should have knowledge of evaluation ethics and United Nations Evaluation Group (UNEG) Norms and Standards

Applicants should be computer literate in standard software applications; have a demonstrated keen interest in the work of the United Nations with a personal commitment to the ideals of the Charter, and have the demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs - which includes willingness to understand and be tolerant of differing opinions and views.

Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Candidates must be under 35 years of age to be eligible for consideration.

REQUIRED EDUCATION LEVEL

Bachelor degree or equivalent in the area of law, political science, international relations, social sciences, economics, business administration or related field.

Additional Comments: To qualify for this assignment, applicants must, at the time of application, be enrolled in a graduate school programme (i.e. Master's degree or equivalent degree, or higher) or in the final academic year of a first-level university degree programme (i.e. Bachelor's degree or equivalent degree) in the area of law, political science, international relations, social sciences, economics, business administration or related field, OR have graduated with a university as defined above AND, if selected, must commence take the assignment within one-year period from the date of graduation.

LANGUAGE

Language	Proficiency	Required
English	Fluent	Yes
French	Fluent	No

COMPETENCIES AND VALUES

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;

- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

OTHER INFORMATION

LIVING CONDITIONS AND OTHER REMARKS

The UN Volunteer will be based in Geneva, Switzerland. Currently, there are no direct threats to UN personnel or assets within the country. It is the incumbent's responsibility to comply with immigration, customs and health requirements while entering/exiting the country. The incumbent is responsible for finding and securing their own accommodation. Geneva is a cosmopolitan metropolis with modern amenities, cultural attractions, public transportation restaurants, and nightlife.

UN Volunteer entitlements and allowances:

The purpose of the allowances and entitlements paid to UN Volunteers is to enable UN Volunteers to sustain a secure standard of living at the duty stations in line with United Nations standards without incurring personal costs. The allowances are in no way to be understood as compensation, reward, or salary in exchange for the UN Volunteer's service. Contingent on specific eligibility criteria, location of the volunteer assignment and contractual type and category, the payment of allowances will begin from the date of Commencement of Service For more information on entitlements please read the Condition of Service (<https://explore.unv.org/cos>). For information specific to your assignment please see below:

Please note that the amounts can vary according to fluctuations of the monthly post adjustment.

Monthly Living Allowance (Per month): USD 2747.85

Entry lump sum (one-time payment): USD 4000

Exit allowance (for each month served, paid on completion of contract): USD 225

Medical and life insurance: Cigna Private Insurance

Leave entitlements:

Annual leave: 2.5 days accrued per calendar month

Certified sick leave: UN Volunteers are entitled to up to 30 days of certified sick leave based on a 12-month cycle. This amount is reset every 12-month cycle.

Uncertified sick leave: 7 days for 12 months and 4 days for shorter assignments

Learning leave: 10 working days per consecutive 12 months (shorter assignments are prorated)

Maternity Leave: 16 weeks

Paternity Leave: 10 days

<https://www.unv.org/>

INCLUSIVITY STATEMENT

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender

identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

SCAM WARNING

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

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