

The OSCE Project Co-ordinator in Ukraine is seeking qualified and motivated persons to fill position of:

## **National Evaluation Officer**

### **Background information:**

This is a new post approved for the Unified Budget Post Table.

### **Tasks and Responsibilities:**

Under the direct supervision of the National Programme Co-ordinator the incumbent should:

- Advise programme staff and management on evaluation plans.
- Each project must have a feasible evaluation plan to efficiently gather and analyse data. The officer will review and advise on Logical Frameworks and performance indicators to ensure they are S.M.A.R.T. and then help develop monitoring and evaluation (M&E) plans that are properly sized. The incumbent is responsible for the in-house review of draft Terms of Reference for all planned external evaluations.
- Oversee collection of M&E data.
- At various points in implementation, the Officer will consult with programme staff to ensure collection of data is on track and will recommend adjustments to the plan as necessary.
- Plan and oversee external evaluations.
- For projects of high importance, the Officer will design external evaluations, lead the tendering and hiring of external evaluation consultants, and/or solicit evaluation assistance from within OSCE. The incumbent will also liaise with relevant departments at the Secretariat, Institutions or field presences to ensure that OSCE's M&E standards and best practices are integrated in PCU's work.
- Review evaluation reports.
- The Evaluation Officer will review internal and external evaluation reports, offer feedback and corrections and then assist in editing the final document(s) to be passed on to senior management, the Secretariat, donors and other stakeholders. Editing is important predominantly for the activity reports and external evaluation reports.
- Other duties as assigned.

### **Qualifications:**

- University degree in the social sciences, public policy or similar fields; or high-quality training in evaluation;
- Minimum of two years professional experience;
- Minimum of two years' experience overseeing or conducting monitoring and evaluation;
- Demonstrated knowledge of evaluation methods, tools and approaches (including quantitative, qualitative and participatory);
- Experience in reviewing, analysing and summarising assessments and evaluation findings;
- Strong skills in drafting and editing reports or similar documentation;
- Demonstrated ability to work as a member of a team, with people of different backgrounds and diverse political views;
- Computer literate with practical experience in Microsoft Office applications;
- Excellent written and oral communication skills in English, Ukrainian and Russian.

*This position is for residents of Ukraine only.* Please use the online application system provided at [www.osce.org/employment](http://www.osce.org/employment); the Vacancy Number is **VNUKRN00372**. The deadline for applications is **21 February 2016**. Applications received after the published deadline will not be considered. Due to the high volume of applications, only short-listed candidates will be contacted.

**The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.**

**The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.**

**Please be aware that the OSCE does not request payment at any stage of the application and review process.**