WORLD TRADE ORGANIZATION

The recruitment policy of the WTO is to seek to attract and retain staff members
offering the highest standards of competence, efficiency and integrity.
As an Equal Opportunities Employer, the WTO gives full regard to merit and diversity.

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Vacancy Notice No.: EXT/L/21-24

Title: Monitoring and Evaluation Officer

Grade: 8

Contract Type: Fixed-term

Starting Salary: CHF 113,639 net per annum (approximate)

Issued on: 23 June 2021

Application Deadline: 21 July 2021

Division: Institute for Training and Technical Cooperation

Duration: One year with the possibility of extension up to a total of four years.

Other Conditions: In accordance with WTO Staff Regulations and Staff Rules and WTO Pension Plan Regulations.
The World Trade Organization offers an attractive compensation package including an annual net salary (subject to mandatory deductions for pension contributions and health insurance), dependency benefits, pension plan, health insurance scheme, separation grant, and 30 days annual leave. Benefits for internationally recruited staff may include travel and removal expenses on appointment and separation, installation grant, education grant, rental subsidy, and home leave.
Additional information on the compensation package is provided on the WTO website:
https://www.wto.org/english/thewto_e/vacan_e/compensation_e.htm

The Secretariat of the WTO is seeking to fill the position of Monitoring and Evaluation Officer in the Strategic Planning, Monitoring and Evaluation Section of the Institute for Training and Technical Cooperation.

General Functions

Under the supervision and guidance of the Head of the Strategic Planning, Monitoring and Evaluation Section of the Institute for Training and Technical Cooperation (ITTC), the incumbent will collaborate closely with the Technical Assistance (TA) design and Training, and TA Coordination Sections of the Division and undertake the following responsibilities:

1.   Assist the Head of Section by providing technical support and advice in improving the ITTC Results framework as well as operational plans; strengthening operations and ensuring focus on achieving intended outcomes/results.

2.   Ensure quality Monitoring and Evaluation (M&E) at the TA activity level and contribute to a system that captures and presents results at a global level in line with WTO Trade-Related Technical Assistance (TRTA) M&E standards. Develop innovative approaches in the area of M&E and maintain a robust and comprehensive M&E system adapted to WTO TRTA activities.

3.   Analyse input for reporting requirements and coordinate data collection on results within ITTC and with other divisions and partner institutions to facilitate timely and quality reporting on TA to relevant stakeholders. Contribute to the improvement of the ITTC TA database and to the analysis and reporting on performance indicators.

4.   Assist the Head of Section to provide hands-on training to staff to develop skills in qualitative and quantitative design, monitoring and evaluation approaches, Results/logical Frameworks

including Results Based Management (RBM); promote participatory qualitative and quantitative assessment and evaluation/review approaches to WTO TRTA evaluations.

5.   Conduct baseline studies and evaluations, with a view to help TA providers take required measures to address identified gaps, and assist the Head of Section to produce biennial TA Plans.

6.   Contribute to the preparation of the TA Annual reports, publicity material including the newsletter and present analysis and findings to a range of audiences in various formats.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree in Economics, Development Studies, Trade Law, Qualitative Analysis, Monitoring and Evaluation or a relevant discipline. Alternatively, a basic university degree in the aforementioned subjects and proven professional expertise equivalent to an advanced university degree could be considered.

Knowledge and Skills:

Technical Knowledge and Skills:

Good knowledge of the work of the WTO Secretariat.

Good understanding of modern adult learning methods and pedagogy.

Extensive knowledge and experience in the area of qualitative and quantitative monitoring and evaluation tools for complex multi-stakeholder programmes including programme management.

Good knowledge of the Development Assistance Committee (DAC) criteria for evaluating development assistance.

Skills in the use of IT software to compile, analyse and present data. Proficient in the use of Word, Excel and Powerpoint.

Behavioural Skills:

Good organisational skills including the ability to pay close attention to detail and keeping to agreed timelines.

A confident, flexible and initiative-taking attitude including ability to work independently. Excellent interpersonal skills and the ability to interact with people of all backgrounds, including excellent relationship building skills.

The following interpersonal capabilities are required: initiate and build relationships with a variety of people both inside and outside the organization; communicate complex abstract ideas to an audience of informed people and understand ideas when communicated by others; persuade others to a point of view using facts; make presentations on a variety of subjects to a wide variety of audiences; cope with and resolve conflicts; and work in a team where supporting and gaining the support of others is important to achieving his/her objectives.

Work Experience:

Minimum five (5) years of progressively responsible professional experience in performance monitoring and/or evaluation role with an international organization and in designing and implementing RBM M&E Systems for Technical Assistance and Capacity Building Programmes. Some experience as a trainer would be an advantage.

Experience in training staff in qualitative and quantitative design, monitoring and evaluation approaches, Results/logical Frameworks, including Results-Based Management.

Experience in strategic and project planning.

Languages:

Excellent speaking and writing skills in English and either French or Spanish (equivalent of level C1 according to the Common European Framework of Reference for Languages (CEFR)). Knowledge of the third WTO working language would be an advantage.

Additional Information:

The position may be offered at a lower grade if the selected candidate does not fully meet all the required qualifications.

Only applications from nationals of WTO Members will be accepted.

For WTO staff members on fixed-term or regular contracts, only those who have spent minimum two years on their current post are normally considered eligible to apply, as per administrative memorandum 976 paragraph 46.

Should the successful candidate hold a regular or fixed-term contract under the regular WTO budget, the contractual status shall be changed to a one-year fixed-term contract in accordance with the contractual arrangement set out in the vacancy notice.

The WTO may use various communication technologies such as video or teleconference for the assessment and evaluation of candidates. The recruitment process may also involve the use of various forms of testing, assessment centres, interviews and reference checks.

Candidates not selected whose performance in the selection process nevertheless shows them to be suitable for a similar position may be kept on a roster for up to 24 months, and may subsequently be called upon as and when the need arises for additional resources.

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APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION
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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW
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Please note that all candidates must complete an online application form.
To apply, please visit the WTO's E-Recruitment website at: https://erecruitment.wto.org.
The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has
been posted and well before the closing date – Geneva (Switzerland) time –
stated in the vacancy announcement.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE
CLOSING DATE WILL NOT BE ACCEPTED

The WTO is a non-smoking environment