



General Secretariat (GS)

Geneva, 21 February 2025

E-mail: HRerecruit@itu.int

To the Director-General

Circular letter No. 25/16

Subject: **VACANCY NOTICE No. 1957P-2025/SG-OU/EXTERNAL/P4 "Evaluation Specialist"**

Dear Madam, Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 21/04/2025 on ITU career website:

Evaluation Specialist

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Doreen Bogdan-Martin

Secretary-General

Annexes: **VACANCY NOTICE No. 1957P-2025/SG-OU/EXTERNAL/P4 "Evaluation Specialist"**

Job Title: Evaluation Specialist

INTERNATIONAL TELECOMMUNICATION UNION

ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems.

Evaluation Specialist

Vacancy notice no: 1957

Sector: SG

Department: OU

Country of contract: Switzerland

Duty station: Geneva

Position number: SG11/P4/890

Grade: P4

Type of contract: Fixed-term

Duration of contract: 2 years with possibility of renewal

Recruitment open to: External

Application deadline (Midnight Geneva Time): 21 April 2025

ORGANIZATIONAL UNIT

The General Secretariat directs administrative, human and financial resources and activities of the Union, including the implementation of the provisions of the administrative regulations on operational questions, the dissemination of information on telecommunication/ICT matters for operational and other purposes, and the provision of legal advice to the whole of the Union. The General Secretariat coordinates the implementation of the Strategic Plan, monitors the telecommunication/ICT environment and recommends as needed action relating to the Union's future policies and strategy. The General Secretariat ensures inter-sectoral coordination and cooperation to advance a whole of ITU approach (One-ITU) in headquarters and the field. The General Secretariat provides logistical and information technology support to the Union's activities including conferences and global forums; the coordination of the work of the Union with the United Nations system, and other international organizations; and the engagement of the Member States, Sector Members, and Academia. The General Secretariat manages corporate governance, and strategic communications and relations with the media, different stakeholder groups as well as the general public.

The mission of the OU is to provide independent and objective audit, investigation and evaluation services designed to add value and improve the Organization's operations and to enhance the integrity and reputation of the Organization across the whole ITU. The OU assists -in an independent manner- the ITU Secretary-General in the fulfilment of management, oversight and integrity responsibilities. The OU respects the federal structure of the ITU as enshrined in the Constitution and Convention and works with the three Bureaux in a cooperative manner. The OU is headed by a Chief of Oversight. The Oversight Unit enjoys functional and operational independence in performing its duties.

ORGANIZATIONAL CONTEXT

The post of Evaluation Specialist reports to the Chief of Oversight and is responsible for establishing and managing the evaluation function within ITU. This role involves drawing on best practices, including alignment with international evaluation norms such as those of the UN Evaluation Group (UNEG). Key responsibilities include developing and implementing evaluation frameworks, methodologies, and processes from the ground up. The Evaluation Specialist ensures that evaluations are conducted effectively, efficiently, and in alignment with ITU's strategic objectives, thus contributing to organizational learning, accountability and decision-making.

The role also includes managing outsourced evaluations, ensuring that external consultants deliver high-quality and timely evaluation reports. The Evaluation Specialist will promote collaboration, guidance and support to encourage a standardized approach to evaluations across ITU programmes, projects, events and other activities that incorporate an evaluation component. The Oversight Unit (OU) performs the evaluation function in a cooperative manner with ITU's three Bureaux. Evaluations within ITU shall be carried out in accordance with the United Nations Evaluation Group (UNEG) norms and standards, as well as with the ITU's internal evaluation policy, guidelines and related rules and procedures.

DUTIES AND RESPONSIBILITIES

The incumbent will:

- **Establish Evaluation Function:**
 - Develop and implement a comprehensive evaluation framework, policy and strategy for ITU, considering UNEG norms and international best practices.
 - Design and establish evaluation methodologies, processes, tools and quality assurance systems to ensure robust evaluation practices and high-quality evaluations.
 - Set up systems and procedures for data collection, analysis, and reporting.
 - Manage the integration of cross-cutting issues such as gender, diversity, environment and sustainability into the evaluation processes.
- **Conduct and Manage Evaluations:**
 - Manage complex thematic, strategic and programmatic evaluations in alignment with ITU's strategic objectives and UNEG norms and standards.
 - Ensure evaluations are aligned with ITU's strategic objectives and provide actionable insights.
 - Manage the development of evaluation reports, including findings, conclusions, recommendations and management responses.
 - Develop and maintain a repository of evaluation reports, management responses, lessons learned and best practices to inform future initiatives.
- **Manage Outsourced Evaluations:**
 - Identify and select external consultants for outsourced evaluations.
 - Develop terms of reference and manage contracts for outsourced evaluations.
 - Ensure that external consultants deliver high-quality and timely outsourced evaluations.
 - Review and provide feedback on evaluation reports submitted by external consultants.
 - Publish evaluation reports and management responses for both external and internal use.

- **Capacity Building and Culture Promotion:**
 - Design and deliver training and capacity-building support to ITU staff and stakeholders on evaluation standards, methodologies, tools and best practices.
 - Foster a culture of evaluation and learning within the organization by promoting the value and importance of evaluation.
- **Quality Assurance:**
 - Ensure the technical quality and rigor of all evaluations conducted.
 - Develop and implement quality assurance mechanisms to maintain high standards in evaluation processes and outputs.
- **Stakeholder Engagement:**
 - Collaborate with internal and external stakeholders, including UNEG agencies and NGOs, to ensure relevance and impact of evaluations.
 - Engage with UN agencies, NGOs, and other partners to share best practices and lessons learned.
 - Represent ITU in external forums, contributing to the broader evaluation discourse.
- **Resource Management:**
 - Lead and participate in the selection and procurement of quality evaluation services (evaluation firms and individual consultants).
 - Manage resources allocated for evaluation activities, including budget and external consultants.
 - Ensure efficient and effective use of resources to achieve evaluation objectives.
 - Manage the development of evaluation reports, ensuring findings and recommendations are actionable and align with ITU's goals.
- **Policy and Framework Development:**
 - Ensure evaluations adhere to UNEG norms, standards and ethics.
 - Develop policies and guidelines for decentralized evaluations and quality reviews.
- Perform other related duties as assigned.

CORE COMPETENCIES

Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.

FUNCTIONAL COMPETENCIES

Analysis, Judgement and Decision Making

Client and Service Orientation

Planning and Organising

Successful Management

Networking and Building Partnerships

TECHNICAL COMPETENCIES

- High level expertise in evaluation.
- Proven ability to work collaboratively with diverse stakeholders and influencing senior decision-makers, including delivering challenging, or potentially contested, key messages.
- Demonstrated ability to develop and enhance the technical quality of ITU's evaluation approaches, methodologies and tools.

- Strong knowledge of evaluation methodologies, tools, and best practices.
- Excellent analytical, leadership, communication, negotiation and report-writing skills.
- Proven ability to manage resources and external consultancy contracts effectively.

QUALIFICATIONS REQUIRED

Education:

Advanced university degree in evaluation, economics, social sciences, public administration, or a related field OR education from a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above. For internal candidates, a first university degree in one of the fields above in combination with ten years of qualifying experience may be accepted in lieu of an advanced university degree for promotion or rotation purposes. Certification such as the UNEG Evaluation Certificate Course is desirable.

Experience:

At least seven years of progressively responsible experience in evaluation including at least three at the international level.

A Doctorate in a related field can be considered as a substitute for three years of working experience.

Experience in setting up and managing evaluation functions,

Experience of leading and managing evaluation processes, including ideally managing multi-disciplinary teams with variable evaluation experience.

Experience in capacity building and training in evaluation.

Previous experience in the UN system is desirable.

Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration).

BENEFITS AND ENTITLEMENTS

Salary:

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 84,672 + post adjustment \$ 57,238

Other allowances and benefits subject to specific terms of appointment, please refer to:

https://jobs.itu.int/content/What-we-offer/?locale=en_U

INFORMATION ON RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the ITU [Careers](#) website. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview. ITU uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates. Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided. Messages originating from a non ITU e-mail account - @itu.int - should be disregarded. ITU does not charge a fee at any stage of the recruitment process.

ITU applies a zero-tolerance policy against all forms of harassment. ITU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities, to apply to become a part of the organization. Achieving gender balance is a high priority for ITU.