UNITAR Internship/Traineeship

U. N. Institute for Training and Research

岗位领域：检查评估 工作性质：实习

学历要求：本科及以上 岗位职级：其他

工作地点：Geneva, Switzerland 截止日期：

[岗位信息网址：http://unitar.org/internshiptraineeship-evaluation-planning-performance-and-results-section-0](http://unitar.org/internshiptraineeship-evaluation-planning-performance-and-results-section-0)

职位描述

**Area of Specialization/Thematic Areas**

Monitoring, evaluation and organizational learning

**Overview**

The United Nations Institute for Training and Research (UNITAR) develops capacities to enhance global decision-making and to support country level action for shaping a better future. The scope of the Institute’s work is global with some 40,000 individuals benefitting from the delivery of some 450 training and related events annually in all parts of the world and in areas as diverse as peace, security and multilateral diplomacy; post conflict peacebuilding and reconstruction; public finance, trade and decentralized cooperation; human mobility and migration; youth entrepreneurship; climate change, chemicals and waste management and environmental governance; and disaster risk reduction. Approximately 70 per cent of the Institute’s events are associated with learning outcomes, and an equal percentage of events are held in partnership with other entities.

The Planning, Performance and Results Section (PPRS) is located in the Office of the Executive Director and provides leadership in the areas of strategic planning, performance management, evaluation and reporting. Among its various functions, the session also leads the Institute’s internal quality assurance process and monitors the implementation of recommendations, documents good practices and promotes organizational learning and programming improvement through lessons-learned and the sharing of good practices.

This assignment is designed to develop the incumbent’s knowledge and skills in the areas of measuring and evaluating learning outcomes of professional training programmes and related capacity development initiatives.

**General objectives of the contract**

To support work and deliverables of the Planning, Performance and Results Section in accordance with the approved programme budget and annual work plan.

**Responsibilities/description of professional services**

Following an intensive, one-two week immersion period on the subject matter, the incumbent will be responsible for performing any or all of the following tasks:

Contributing to the preparation of evaluations and/or performance reports, including tasks such as data collection and analysis, data visualizations and report writing/editing;

Assisting with UNITAR contributions to the working groups/task forces of the United Nations Evaluation Group (UNEG), including background research, mapping exercises, etc.;

Conducting peer reviews of self-evaluation conducted by programmes;

Contributing to any other evaluation-related tasks that might arise.

**Learning objectives**

At the end of the assignment, the incumbent should be able to:

Align evaluation questions with evaluation criteria;

Describe 4 different levels for evaluating a training programme;

Apply 4 different ways to measure learning in a training programme;

Identify the most appropriate methods for evaluating the relevance, effectiveness, efficiency, impact and sustainability of a training programme;

Differentiate between findings, conclusions, recommendations and lessons-learned.

Note: The above learning objectives are indicative and may be adjusted depending on the specific nature of the work to be conducted.

**What the intern/trainee will gain from this assignment**

Knowledge of and practical experience in designing and undertaking evaluation-related work in a small United Nations entity specializing in training and capacity development in key areas related to the 2030 Agenda for Sustainable Development;

Possibility to contribute work from the internship/traineeship in the preparation of Master theses or research.

**Measurable outputs/deliverables/schedule of deliverables**

Timely delivery of results based on work plan to be defined at the start of the contract.

**Performance indicators for evaluation of results**

To be defined on the basis of discussions with the internship/traineeship incumbent prior to the start of work.

**Competencies**

Professionalism: Ability to conduct data collection using various methods. Conceptual analytical skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the Internet, intranet and other databases. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; shows commitment towards continual learning. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning & Organizing: Based on the supervision received, identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; uses time efficiently.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; very good inter-personal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity.

Technological Awareness: Keeps abreast of technology development.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Qualifications**

Successful applicants will have an interest in the evaluation of training/capacity development initiatives and international affairs, in particular development / Agenda 2030 issues. Prior knowledge and/or interest in evaluation is required. Bachelor degree in social sciences or related field.

**Reporting structure**

Associate Programme Officer, Planning, Performance and Results Section

**Languages**

Fluency in spoken and written English or French.

**Remarks**

Please note that this is a non-remunerated positon. Please note that the minimum time commitment is 4 months. Given the nature of the work involved, home based work/telecommuting may be authorized.

General conditions of contracts for the service of internship/traineeship apply. Costs and arrangements for travel, visas, accommodation, and living expenses are the responsibilities of interns/trainees.

**How to apply**

Send a letter of motivation and P11 form or Curriculum Vitae to [evaluation@unitar.org](mailto:evaluation@unitar.org) with the following subject line: “Evaluation – Internship/traineeship opportunity”.

Due to the high number of expected applications, UNITAR will only contact shortlisted applicants.

**职位描述（参考译文）**

**专业范畴**

监察、评估以及管理方面的学习。

**概述**

联合国训练研究所培养人才提高做出国际性决策及开展国家级行动的能力。每年全球约有4000人从研究所组织的450场训练及相关项目中受益，领域涵盖和平安保与多边外交;冲突后的和平重建；公共财产、贸易及分散化协同；人口迁移；青年创业；气候变化、化学制品及废物处理和环境治理以及降低灾难风险。研究所大约70%的项目会涉及到学习成果，而且有同比例的项目是和其他组织合作展开的。

策划执行部门（PPRS）位于执行董事办公室，并在策划、绩效管理、评估及汇报方面提供领导。本部门的多项职能还包括通过学习课程及分享实践经历来领导保证研究所内部的运行效率、监管建议的实行、执行文件以及提升组织内学习和项目改进。

此次任务针对提高实习生评估专业训练项目学习成果和衡量开展项目能力的知识和技巧。

**合同目标**

依照批准的项目预算和年度工作计划协助保证策划执行部门的工作质量和可交付成果。

**工作概述/职责**

在为期一至两周的主题研究中，实习生将执行如下任务：

●准备评估/执行项目的汇报，包括数据的采集与分析、数据可视化和汇报材料的编辑

●协助联合国训练研究所（UNITAR）为联合国评估组（UNEG）特别小组准备工作，包括背景调查、测绘工作等

●按项目进行同行审评自我评估

●为其他相关任务做评估工作

**学习目标**

任务结束时，实习生应具备以下能力：

●为待评估问题匹配评估标准

●为某一训练项目定出四个评估等级

●为某一训练项目设计四种衡量学习成果的方法

●鉴别出评估某一项目关联性、效果、效率、影响以及可持续性最合适的方法

●区别出调查结果、结论、建议和经验教训

注：以上均为象征性的学习目标，具体内容可依据工作性质的不同有所调整。

**本任务对应的实习/训练**

●联合国机构针对从事评估工作所需的知识和实际经验提供专业培训，以及2030年可持续发展议程关键领域的能力开发。

●实习期间的工作可作为硕士论文或学术研究的材料。

**主要结果/可交付成果/可交付时间**

●依据合同初始工作计划按时提交工作结果。

**评估结果的业绩指标**

●根据实习生工作前的讨论而定。

**职业能力素质**

●专业素养：具有用多种方法采集数据的能力、执行独立研究的分析技巧、使用多种调查方式的经验，包括互联网、内联网及数据库等电子资源。尽责有效地履行承诺，并在期限内完成工作；面临困难展现出耐力；应激情况下能保持冷静；对不断地学习展示决心；尊重不同性别的视角并保证各领域工作中性别平等。

●计划组织：根据收到的管理要求安排优先进行的活动和任务；按要求调整优先权；合理分配工作时间和资源；有效利用时间。

●小组合作：与同事合作完成工作目标；征求别人的想法和专家的意见；愿意向他人请教；有良好的人际交往技巧和不同背景的同事、合作伙伴共事；尊重不同的文化和民族。

●科技意识：能跟上科技发展的步伐。

●沟通交流：能有效清楚地说和写；能正确传达别人的信息并做出恰当的回应；在双向沟通中阐明问题、展现兴趣；乐于分享信息并任他人接收。

**申请条件**

优秀的申请人要对评估的训练、开发能力及国际事件有着浓郁的兴趣，尤其

2030年可持续发展议程。具备对评估工作所需的知识和热情。社会科学或相

学科的本科学位证书。

**招聘岗位**

项目主任、策划执行人员。

**语言**

能流利地说写英语或法语。

**附注**

请注意这是一个无报酬的工作。最少工作期限为四个月。根据工作的性质，家

办公或远程交流是可以批准的。

合同中的服务包括实习/培训。交通、签证、住宿和生活费用由实习生自付。

**申请方式**

发送申请函和P11表格或个人简历至[evaluation@unitar.org](mailto:evaluation@unitar.org)。标题为“Evaluation – Internship/traineeship opportunity”。

由于申请人员众多，研究所将只联系筛选后的人员。