



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.

Vacancy Notice No.: EXT/T/19-58

Issued On: 28 August 2019

Title: Monitoring and Evaluation Support Officer

Application Deadline: 12 September 2019

Grade: 6

Division: Enhanced Integrated Framework (EIF) Executive Secretariat

Contract Type: Temporary appointment

Duration: 11 months

Starting Salary: CHF 7,036.65 monthly salary (approximate)

The Secretariat of the WTO is seeking to fill a position of Monitoring and Evaluation Support Officer to work in the Executive Secretariat for the Enhanced Integrated Framework (ES). The Enhanced Integrated Framework (EIF) is a multi-donor programme, which supports Least Developed Countries (LDCs) to be more active players in the global trading system by helping them tackle supply-side constraints to trade. The ES is administratively housed in the WTO.

General Functions

The purpose of the job is to facilitate the implementation of the Monitoring, Evaluation and Learning Framework of the EIF. This will include support to the Framework-strengthening process for the EIF as well as implementation of regular and ad hoc tasks related to the ongoing monitoring, evaluation and learning tasks in the EIF. The EIF Phase Two's focus is on strengthening the effectiveness, efficiency and sustainability of its results and reinforcing the collective work as a partnership. This will ensure inclusive impacts and results for the LDCs with a business like focused delivery in expanding trade for sustainable development and poverty reduction in the LDCs.

Reporting to the Head of Monitoring and Evaluation (M&E) in the ES, the incumbent will have the following responsibilities:

1. Provide support to the Head of M&E in areas including, though not limited to the following:
 - a. Servicing any working group on M&E established for the EIF by the EIF Board.
 - b. Supporting the development and roll-out of e-learning courses related to M&E.
 - c. Collating information from country reports and questionnaires.
 - d. Assisting in the management of ongoing consultancies to support M&E strengthening.
 - e. Managing primary databases and reviewing existing trade information from secondary databases.
 - f. Preparing information for reports to EIF stakeholders.
 - g. Supporting EIF programme level internal and external evaluations, as well as providing support as required to ensure robust evaluations take place for EIF projects
 - h. Providing technical support to the EIF Countries, partners and other ES staff on M&E related areas, such as through organization of regular webinars, e learning materials and the implementation of secondment programmes.
 - i. Compiling and analysing summaries prepared by partner countries and assisting in preparing consolidated reports and other updates.
 - j. Tracking EIF progress based on logframe indicators for EIF projects.
 - k. Assessing evaluation reports to determine possible implications for programme implementation, agreeing on corrective action with the appropriate Country Coordinator(s) and providing meta summaries.
 - l. Reviewing M&E aspects of new, ongoing and completed projects.
 - m. Reviewing and providing syntheses of back to office reports to capture key monitoring indicators and results.
 - n. In close collaboration with the communications team, preparing for and assisting in the development of the EIF's Annual Report.
 - o. Revising or developing new M&E-related tools, such as the narrative reports, and tracking implementation of tools to ensure

compliance.

p. Implementing additional components of the EIF's M&E strengthening programme.

q. Assisting the Coordinators in the process of finalization of country narrative reports, and inputting projects or information into the EIF Management Information System.

2. Undertake programme-related missions, as and when required.

3. Perform any other functions as instructed by the ED and/or depending on the evolving needs and priorities of the EIF partnership.

REQUIRED QUALIFICATIONS

Education:

Advanced university degree or equivalent in international economics, international trade, international relations or related fields, preferably with a development component.

Knowledge and skills:

Knowledge of results based management, reporting and M&E; knowledge of international development issues and in particular Aid for Trade (AfT), including the roles of donors, international agencies and other players in providing and delivering AfT; knowledge of the pro poor trade development agenda of the LDCs.

Excellent organizational and communications skills; drafting skills; multi-tasking skills; and attention to detail.

Attention to detail; ability to critically assess information to distil key aspects; strong data management skills through Excel and other programmes; capability to initiate, build and maintain relationships with a variety of people, both inside and outside of the organization, in relation to ongoing monitoring, evaluation and learning work; and ability to work in a team where supporting and gaining the support of others is important to achieving his/her objectives.

Work Experience:

A minimum of two (2) years of relevant experience, preferably for an AfT programme or in the LDCs. Practical professional work experience with M&E, international development and in particular AfT and the EIF programme is an asset.

Languages:

Fluency in written and spoken English and French is required.

Additional Information:

Only applications from nationals of WTO Members will be accepted.

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 12 months and may subsequently be called upon as and when the need arises for additional resources.

APPLICANTS MAY BE REQUIRED TO SIT A WRITTEN EXAMINATION

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

Please note that all candidates must complete an online application form.

To apply, please visit the WTO's E-Recruitment website at: 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