



Vacancy Announcement

Job Title: *Monitoring and Evaluation Officer*

Duty Station: Geneva, Switzerland

The South Centre is seeking to fill a position of Monitoring and Evaluation Officer to support the development of a stronger M&E system for the South Centre. The Consultant will assist the senior management team in reviewing M&E needs and establishing necessary practical procedures and measures in order to operationalize M&E. The M&E Officer will also ensure that the SC is complying with funder requirements on M&E, in particular with respect to a Project to promote the TRIPS flexibilities in developing countries for access to medicines.

General Terms:

- The ***Monitoring and Evaluation Officer*** will be engaged on a full time basis by the South Centre under a Special Service Agreement (SSA) as a consultant pursuant to Annex V of the South Centre's Staff Regulations for a period of one (1) year, which may be renewed for another year subject to the availability of project funding.
- The selected candidate will work under the supervision of the Head of Administration, the General Director of the Executive Director of the South Centre, and in close collaboration with the Coordinator of the **Development, Innovation and Intellectual Property Program (DIIP)**.
- Nationals of the Group of 77 and China will be given preference.

Job Description:

The selected candidate's duties will include:

- Provide the SC with tools to effectively monitor progress and achievement of its activities, measure outputs, performance indicators and the impact, in particular to the project on TRIPS flexibilities and access to medicines and its funder requirements;
- Take lead for follow up and the development of institutional (specially for the Project) logical and risk frameworks to assess progress and recommend strategies for further improvement;
- Design surveys to evaluate the impact of institutional (specially project) activities conducted at regional and country level;

- Take lead in planning, data collection, analysis and synthesis while designing data collection and reporting forms to capture quantitative and qualitative information to allow appropriate M&E of institutional activities;
- Support the institution in appropriate documentation processes, reflection and reporting processes to ensure that M&E lessons contribute to project improvement;
- This includes consolidating and regular review of the project monitoring and evaluation framework and project theory of change to ensure realization of results.
- Develop M&E plan for the organization (specially for the Project);
- Draft reports on logical and risk framework implementation.

Academic Qualification:

- University Degree preferably in Business Administration, Economics or related field.

Experience:

- At least 4 year experience in M&E/MIS, preferably in the area of international development, public health projects and/or international organizations
- Knowledge of and experienced in project cycle management and well versed in logical – impact based frameworks
- Previous experience with M&E for international donors’ funded projects
- ICT skills, especially in the development of MIS software and using database software
- Fluency in English. Working knowledge in French or Spanish
- Previous experience in working on Unitaidd funded projects is an advantage
- Solid work ethic
- Initiative and ability to work independently
- Comfortable working in a collaborative, team environment

Remuneration:

Competitive remuneration as applicable for the duty station shall be offered.

Selection Process:

Applicants should send their CVs and motivation letter in English at applications@southcentre.int (stating the title of this vacancy announcement) no later than CET 24.00 hrs. on 5 November 2018.

Copies of qualifications, previous employment certificates, publications etc. should not be sent with the application. These may be requested at later stage.

Only short listed candidates will be contacted for a subsequent interview. Candidates are kindly requested to refrain from enquiring about progress of their application.

The selected candidate is expected to take up the assignment by 15 December 2018.

About the South Centre:

The South Centre is the inter-governmental policy research institution of developing countries, with currently 54 developing country member States from Africa, Asia and the Pacific, and Latin America and the Caribbean. The South Centre promotes more effective South-South cooperation and coordination, supports developing countries in participating in and voicing their development interests and priorities more effectively in various multilateral and regional development policy-related issues and fora, and provides policy advice and technical assistance to governments on their national development-related policies.

The main activities of the Centre are policy research and analysis, convening of meetings and conferences for developing countries to share views and experiences, and technical assistance and capacity building activities. The issues taken up by the Centre include international and regional trade policy, global macroeconomic and finance issues, global public health, innovation and intellectual property policy, climate change, environment and sustainable development, international economic issues including tax policy, external debt and international investment policy; human rights policy; global governance for and North-South relations, South-South cooperation, and global governance for development. The South Centre has three major institutional pillars: The Council of Representatives in which the Member States are represented; the Board comprising a Chairperson and members who act in their individual capacities and provide guidance to the Secretariat; and the Secretariat headed by the Executive Director which implements the activities of the South Centre. The Secretariat is accountable to and works under the guidance of the Board and the Council.