JOB VACANCY FORM

☐ Full-time    ☐ Part-time    ☐ Summer-Job    ✗ Internship

Job Title: Monitoring and evaluation

Reference Number: 130514-19

Application deadline: 25 May 2014

Company Description

FIRM/INSTITUTION NAME: ILO

TYPE: ☐ Local    ☐ Regional    ✗ Multinational

INDUSTRIAL SECTOR: NGO

BRIEF FIRM DESCRIPTION:
The ILO is the only “tripartite” United Nations agency in that it brings together representatives of governments, employers and workers to jointly shape policies and programmes. The ILO is the global body responsible for drawing up and overseeing international labour standards. Working with its 184 member States, the ILO seeks to ensure that labour standards are respected in practice as well as principle

FIRM WEBSITE:

Job Description

BRIEF JOB DESCRIPTION:
The Evaluation Unit (EVAL) is responsible for the implementation and coordination of evaluation policy, practices and oversight of selected evaluation activities funded by regular budget and donor agencies of the ILO. The unit reports directly to the Director General.

Internships with EVAL provide an opportunity for selected graduate students who are pursuing a course of study or work in one of the social sciences, economics, or public administration to increase their understanding of the work of the Office and the application of ILO principles, programmes and strategies. More specifically it will be an opportunity for interns to enhance their writing, research, analytical and data processing skills by gaining practical work
experience though direct involvement in one of the following activities:

Monitoring and reporting of evaluation activities and outcomes in the ILO Desk review for strategy and thematic evaluations (national employment policy; implementing international labour standards through sectoral approaches/ Better Work; Decent Work Country Programme of support to India);
Review of approaches to improve constituent institutional capacities, and development of capacity building in evaluation;
Evaluation knowledge management products and services (database, newsletter, web-enabled knowledge platforms, etc.);
Improving ILO capacities and quality control for impact evaluation, through the development of tools and guidelines, training, and the development and maintenance of process for tracking elements and progress.

**JOB LOCATION(S):**
City: Geneva Country: Switzerland

**DEGREE:**
- X Bachelor
- X Master is a plus
- □ Doctoral Degree
- □ Undergraduate Student/ Degree not Necessary
- □ Teaching Diploma

**MAJOR/ EMPHASIS:** Social sciences, economics, or public administration

Applicant should currently follow a course of study (last year of Master degree or above), or have completed studies within 12 months prior to this application.

**WORK EXPERIENCE:** Experience in conducting research and academic course work in research methods; Documentable experience in analysing socio-economic data; Experience in the developing and management of databases; Specific knowledge of evaluation and evaluation methods.

**SKILLS:**

Languages Skills: X English □ Arabic X French Other: Spanish

Computer Skills: Command of Microsoft Excel; familiarity with SPSS and data analysis desired; Work experience in international development, preferably at country level, would be an asset

Other Skills:
Adaptable to an international, multicultural and multilingual environment, good communication skills and be able to work in a team.

**SALARY**
Basic Salary Range:
Other benefits include:
- □ Accommodation
- □ Health Insurance
- □ Return Ticket
- □ Bonus
- □ Laptop
- □ Mobile Phone
- □ Children’s Education
- □ Transportation
- □ Lebanese NSSF
- □ None

**How to Apply**

Interested candidates may apply online on the following hyperlink:
If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

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The job vacancies are for AUB students and alumni ONLY.