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| **联合国开发计划署实习生招募****UNDP China Intern (Monitoring & Evaluation)** |
| **Location:** | Beijing, CHINA |
| **Application Deadline:** | 22-Sep-2019**(Midnight New York, USA)** |
| **Type of Contract:** | Internship |
| **Post Level:** | Intern |
| **Languages Required:** | English Chinese   |
| **Starting Date:**(date when the selected candidate is expected to start) | 21-Oct-2019 |
| **Expected Duration of Assignment:** | 6 months |

# Background

UNDP China is programming in line with the UNDP Strategic Plan (SP), under which the work domains/portfolios include Poverty, Equity and Governance, Energy and Environment, Disaster Management, and South-South Cooperation & Global Partnership. The Monitoring and Evaluation (M&E) team is directly guided by the senior management of UNDP China, and serves as an overarching coordinating hub, closely cooperating with each team throughout the office. The M&E team contributes to UNDP’s commitment to deliver high quality projects in a timely, efficient, and transparent manner.

Under the overall guidance of the Deputy Resident Representative (DRR) and the supervision of the M&E Officer of UNDP China, the M&E intern will be dedicated to office-wide M&E functions: monitoring and evaluating UNDP projects in China to ensure continuous progress and complete compliance in each phase; collaborating with different teams to comply with UNDP headquarter/regional office in requested tasks; providing support and troubleshooting for project units to strengthen the delivery of portfolios and to mitigate potential risks. Moreover, the M&E intern will be undertaking office-wide coordination and management functions, as requested by senior manager or supervisor.

# Duties and Responsibilities

The M&E intern is expected to assist the DRR and the M&E Officer in the following key fields:

**Monitoring and Evaluation**

* Monitoring overall project implementation with respect to progress and updates, delivery, project outcomes, outputs and indicators.
* Analyzing quantitative and qualitative information to evaluate the performance of each portfolio. Preparing monthly, quarterly, and annual reports on the project progress of UNDP China.
* In close consultation with UNDP headquarter/regional office, collaborating with teams/portfolios to ensure all periodic review and result-based management (RBM) tasks are well accomplished.

**Strategic Planning and Coordinating**

* Reviewing and providing quality assurance of project documents, work plans, MOUs, financing agreements, and ensuring the compliance with the Strategic Plan and UNDP pertinent policies.
* Coordinating and compiling office-wide annual target, annual work plan, annual report, etc. in extensive consultation with management team and multiple thematic teams.
* Working closely with external implementing partners and project management offices (PMO) to ensure the outputs are delivered timely and transparently.

**Knowledge Sharing and Supporting**

* Managing all documentations along the project implementation process of UNDP China. Organizing UNDP in-office knowledge sharing activities and external trainings for partners, PMOs, etc.
* Providing secretarial and coordination support of internal meetings, external meetings with governmental counterparts, and other M&E-related activities.
* Performing other ad-hoc duties.

# Competencies

* Strong team player with competent inter-personal, negotiation and liaison skills. Ability to share information and coordinate efforts within the team.
* Detail-oriented person with strong ability to multitask and manage competing deadlines. Capable of coordinating different workflows and ensuring work is timely and error-freely delivered.
* Self-starter with strong commitment and accountability in work.

# Required Skills and Experience

**Education and Experience**

* Enrolled in a Bachelor’s or Master’s degree program, preferably with major in Social Sciences, Economics, Statistics, Management or other related fields. Advanced university degree is an asset.
* Experience in programme/project monitoring and evaluation would be an advantage.

**Language and Skills**

* Excellent oral and written communication skills in English and Mandarin.
* Advanced knowledge of Microsoft Office software package (MS Excel, Word, etc.) and web management system.
* Proficient in data maintenance and report analysis.

Please start your application through:

<https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87447>