



Internal Oversight Division (IOD)

PLACEMENT OFFER 2018

September 5, 2018

INTERNSHIP PLACEMENT OFFER 2018

Name of host organization:	World Intellectual Property Organization
Location:	WIPO Headquarter Internal Oversight Division 34 Chemin des Colombettes CH-1211 Geneva 20, Switzerland
Closing date for applications:	September 16, 2018
Starting date:	October 1, 2018
End date:	March 31, 2018
Remuneration:	Please see attached "Office Instruction on WIPO Internship Policy"
Supervisor:	Mr. Adan Ruiz Villalba, Head Evaluation Section
E-mail:	julia.engelhardt@wipo.int and adan.ruizvillalba@wipo.int
Section:	Evaluation Section
Division:	Internal Oversight Division
Homepage:	http://www.wipo.int/about-wipo/en/oversight/iaod/index.html

--

Duration	6 months
Supervisor	Mr. Adan Ruiz Villalba, Head Evaluation Section
Detailed description of the internship project(s); tasks assigned	<p>The Internal Oversight Division (IOD) supports the Director General in his management responsibilities and assists program managers in attaining the Organization's objectives, by providing objective, systematic and independent reviews of program implementation and operations. It makes recommendations to assist management in discharging its responsibilities, achieving the Organization's strategic goals and objectives and safeguarding its staff and assets by conducting in an independent manner:</p> <ul style="list-style-type: none"> a) Evaluations - analyzing and assessing program results to improve current implementation and performance as well as future planning. b) Audits - assessing the adequacy of management controls to ensure cost-efficient and accountable operations. c) Investigations - examining possible wrongdoing and identifying vulnerable areas where fraudulent activity might occur. <p>The work of the IOD is governed by the Internal Oversight Charter approved by the WIPO General Assembly.</p> <p>The primary task of the successful candidate will be to assist the Evaluation Section in evaluation assignments planned in the Division's Oversight Plan: the type of evaluations undertaken by the Division range from thematic or program evaluations to country portfolio or strategic evaluations.</p>
Training components and learning elements	<ul style="list-style-type: none"> a) Evaluation as part of internal oversight in international organizations; b) Evaluation methodologies and processes; c) International development and specific knowledge concerning the Intellectual Property (IP) system and ways to provide evidence-based analysis of its performance.
Participation training courses	ONLY if the need arises in the context of the successful candidate's project and contributions. Subject to budget availability.

Additional comments	We are looking for a highly motivated candidate with relevant education and/or experience, willing and able to contribute actively to all the above mentioned evaluation function
------------------------	---

Required Qualifications

Academic qualification (University students.)	<p>University Students: Individuals who have completed their first-level degree; and individuals enrolled in postgraduate-level studies who have not completed their coursework and the final thesis.</p> <p>Postgraduate students or young professionals: Individuals enrolled in postgraduate-level studies who have completed their coursework but not the final thesis; and Individuals who have completed their postgraduate-level studies.</p>
Subjects	Evaluation, Business Management, Public Administration, Social Sciences, Psychology or Communication.
Language Skills	English and any additional UN language(s) is a plus.
Computer literacy	Proficiency in MS Office programs specially Excel, Word, Power Point and Outlook. Proficiency in the creation of infographics. Knowledge of other oversight or data management related applications (e.g. Atlas-ti, SPSS, Teammate ©, OneNote) is a plus.
Internship-related experiences	<p>Administration experience. Very strong drafting and research skills. Interest in program assessments. Quantitative and qualitative skills are required. Knowledge and/or experience of international evaluation standards. Editorial skills and application of visual aid tools such as infographics are a plus.</p>
Additional skills/requirements	<p>Willingness to work in a truly multi-cultural team. Excellent organization skills. Excellent collaboration and coordination skills Enthusiasm and good tact.</p>

Contact Information

Internal Oversight Division (IOD)
 World Intellectual Property Organization (WIPO)
 34, Chemin des Colombettes
 1211 Geneva - Switzerland
 Tel.: +4122 338 7011
 Fax: +4122 338 8770
 E-mail: iod@wipo.int
<http://www.wipo.int/about-wipo/en/oversight>