Head, Planning, Monitoring & Evaluation and Risk

Vacancy #:	2644
Unit:	Planning, Monitoring and Evaluation Unit
Organization:	International Union for Conservation of Nature (IUCN)
Location:	Headquarters, Gland, Switzerland
Reporting to:	Director General
Work percentage:	100%
Function group:	M1/M2
Expected start date:	01 January 2018
Type of contract:	Max-term (24 months)
Closing date:	27 October 2017

BACKGROUND

The Planning, Monitoring & Evaluation and Risk Management Unit is responsible for coordinating PM&E activities across the IUCN Secretariat, including the maintenance and implementation of project guidelines and standards. It works with Senior Management to prepare M&E workplans and reporting. It ensures PM&E tools are in line with international best practice.
The Unit works with the IUCN Council, through the Programme and Policy Committee, which is responsible for overseeing the evaluation function, including approving the M&E Policy as well as receiving and considering evaluation reports. The Committee is also responsible for overseeing the IUCN Global Programme and approving annual workplans and programme monitoring reports.
The Head provides advice to Senior Management to improve performance, perform adaptive management, enable learning, provide accountability as well as control risk. In 2017, IUCN initiated a process to develop an enterprise risk framework. Effective enterprise risk management allows an organisation to balance exposure against opportunity, with the goal of enhancing capabilities to create, preserve, and ultimately realise value.

JOB DESCRIPTION

The Head, Planning, Monitoring & Evaluation and Risk will:
1. Planning and development

• In consultation with the Global Thematic Programme Directors, lead the design of the IUCN quadrennial Programme including developing the process for engaging with the Secretariat, Commissions and Members.
• Ensure that standards for programme performance are put in place and used as an integral part of the management of the Programme.
• Co-lead the design of Annual Workplan and Budget Process through a process of guidelines, review and approval covering all Secretariat Units and Commissions (in collaboration with the Director General's Office and the Global Finance Group).
• Ensure the refocusing of annual and IUCN programme reporting to focus on programmatic learning and performance while at the same time meeting IUCN statutory and donor compliance reporting requirements.
• Support and build capacity for the programme and project planning process aligned to the annual Results Based Planning cycle and as required by component programmes.
• Lead the continuous development and review of Project Guidelines and Standards and the further strengthening of project cycle management tools especially as they transition to online platforms, including the Project Appraisal and Approval System and the Environmental and Social Management System (ESMS).
• Lead the ongoing development and further expansion of the Programme and Project Portal (IUCN's project portfolio management and reporting system) including ensuring data quality and the development of performance metrics.
• Provide controls and performance measures (for individual managers) based on the Programme and Project Portal and Project Appraisal and Approval System on a regular basis to the Director General.

2. Monitoring and reporting

• Lead on the implementation of a programme monitoring system to report on the achievement of intersessional results and annual workplans as well as provide and maintain a suite of best-of-class programme monitoring tools.
• Support the development and measurement of output, result and impact indicators for the IUCN Programme through the Programme and Project Portal and other data sources.
• Provide technical support and capacity building to component programmes to achieve programme monitoring and build monitoring into project interventions.
• Maintain a best-of-class programme reporting framework for donors and other stakeholders, including the development of, and reporting against, Key Performance Indicators (KPIs) that demonstrate delivery and impact.
• Lead on the preparation of annual reports, demonstrating IUCN's contribution to the global development agenda, including the

Sustainable Development Goals.
• Ensure the timeliness and quality of programme reporting.

3. Evaluation

• Identify and implement best-of-class tools for evaluating the impact of the IUCN Programme and portfolio of projects.
• Ensure the knowledge emerging from evaluation processes (findings, recommendations and lessons learned) is managed and communicated to the appropriate managers.
• Manage corporate evaluation functions, including scheduling of strategic and corporate evaluations, managing the evaluation process, drafting of management responses, reporting on the review process to senior management and Council and ensuring the use of reviews.
• Manage the External Review of IUCN on behalf of the Framework Partners and the Director General, ensure its use through the use of a management response and action plan and report on progress annually to the IUCN Council and Framework Partners.

4. Enterprise risk management (ERM)
• Coordinate the development, maintenance and incremental implementation of ERM policies, procedures and activities at strategic, programme and project levels.
• Coordinate the development of IUCN's strategic risk register. Monitor development and implementation of subsidiary risk registers for programmes and functions.
• Coordinate the work of the Risk Management Committee and act as its Secretary. Draft reports for management and governance organs as required.
• Develop and recommend policies and procedures for business continuity management as well as maintain a register of all business continuity plans.

REQUIREMENTS

• Demonstrated ability to function as a team player within and across teams

• Ability to lead teams in challenging tasks to achieve desirable outcomes

• Proven leadership, strategic big-picture thinking, management and interpersonal skills with ability to motivate others

• Capacity to share best practices, trends, knowledge and lessons learned across units and partners, in a clear, creative and compelling way

• Demonstrated capacity to lead the drafting of compelling and impactful reports

• Minimum 15 years' experience with progressively increasing responsibilities

• Advanced university degree (Master's, MBA, PhD) in monitoring & evaluation, risk management, development, business administration or related

• Proven global project management experience. Project Management professional certification (e.g. PMP, PRINCE2), a clear advantage

• Exposure to risk management and/or willingness to obtain high level skills on risk management

• Sound understanding of how conservation fits into the global geopolitical, development context

• Ability to operate effectively, with tact and diplomacy, in a multi-cultural, interdisciplinary environment in an international setting

• Strong outcome-based orientation and skills

• Ability to work independently on complex tasks on tight deadlines

• Fluent in English, knowledge of French and/or Spanish would be an asset

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

https://hrms.iucn.org/vacancy/2644

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: http://www.iucn.org/involved/jobs/

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of 1,300 Member organisations and some 15,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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