



**World Health Organization/Organización Mundial de la Salud  
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

**POST DESCRIPTION**

**Job Identification: CCOG 1.A.02.f  
Job Profile: J1440**

**Duration of Post:**  Limited  
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Evaluation	PRFP	P18568	P4	Washington, D.C.

**OBJECTIVE OF THE OFFICE/DEPARTMENT**

The Department of Planning, Budget, and Evaluation (PBE) leads and oversees the Implementation of PAHO's results-based management framework through corporate strategic planning, budget management, performance monitoring, and evaluation. PBE leads the development of the PAHO Strategic Plan and its program budgets in collaboration with Member States, partners, and PASB entities. The department also leads and oversees PAHO's evaluation function in line with RBM and international evaluation standards. PBE leads and facilitates operational planning and performance monitoring and assessment to measure progress towards PAHO's technical cooperation priorities and results, allocates resources to programs, and monitors financing and implementation levels throughout the biennium. PBE advises EXM and supports entities on program management, monitoring and evaluation, implementing lessons and best practices while promoting innovation, efficiency, and accountability. The department is accountable to the Director and the Deputy Director of PAHO for ensuring programmatic and budgetary accountability, and effective implementation of PAHO's evaluation policy, including the preparation and presentation of reports to PAHO's Executive Management, and Governing Bodies.

**ORGANIZATIONAL CONTEXT**

Evaluation is a core pillar of PAHO's Results-Based Management Framework, supporting institutional performance, learning, and accountability, and enabling evidence-based decision-making.

The Advisor, Evaluation, provides strategic and technical leadership for the implementation of PAHO's Evaluation Policy and workplan. The incumbent strengthens organizational performance and learning by guiding the design, execution, and use of evaluations across the Organization and leads the analysis of organizational performance and effectiveness through empirical evidence, knowledge management, and organizational development. As an expert in evaluation with strong knowledge of regional health development, the Advisor promotes a robust evaluation culture and a shared understanding of results and methodologies. The role includes advising on evaluation assignments, institutionalizing lessons learned, and developing guidelines and tools to enhance evaluation quality and use.

The incumbent works with a high degree of independence, proposing innovative approaches and coordinating evaluation activities across all levels of PAHO to ensure timely delivery. The Advisor interprets Governing Bodies' resolutions and senior management decisions, advises on deviations from plans, and serves as a liaison within PAHO, with WHO, and with national and international partners.

**SUMMARY OF RESPONSIBILITIES**

Under the leadership, guidance and direct supervision of the Director, PBE, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

**Policy, Strategy, and Governance**

- a) Provide advice on the development, review, and implementation of the Organization's evaluation policies, guidelines, and evaluation workplan;
- b) Interpret and apply organizational policies, ensuring alignment with Governing Bodies' decisions and best practices;

- c) Maintain the Organization's evaluation registry and oversee compliance with evaluation standards and processes;

#### **Evaluation Management and Methodology**

- d) Provide expert advice on the planning, design, execution, and reporting of evaluation assignments;
- e) Guide managers on appropriate evaluation methodologies and ensure adherence to established standards and criteria;
- f) Lead the development and implementation of systems and tools to support high-quality, efficient, and innovative evaluation practices, including tracking and use of recommendations;
- g) Oversee frameworks and processes for management responses to evaluations, ensuring timely follow-up and reporting;

#### **Results-Based Management (RBM) Integration**

- h) Collaborate and contribute to strengthening Results-based Management (RBM) across PAHO by integrating evaluation into strategic and operational planning, budgeting, and performance monitoring and assessment processes;

#### **Learning, Capacity Building, and Knowledge Management**

- i) Lead evaluation learning and capacity-building initiatives, including the development of guidelines, training materials, and knowledge products;
- j) Promote the institutionalization and dissemination of lessons learned, leveraging appropriate communication tools and technologies;
- k) Support the development of internal teams, networks, and communities of practice related to evaluation and program management;

#### **Partnerships and Collaboration**

- l) Strengthen collaboration with the WHO Evaluation Office and align PAHO practices with international standards while addressing organizational needs;
- m) Engage with professional evaluation networks, including the United Nations Evaluation Group (UNEG), to share knowledge and advance evaluation practices;

#### **Leadership and Management**

- n) Provide guidance and support to teams across the Organization; when required, supervise staff, set objectives, conduct performance evaluations, and support staff development;

#### **Other Duties**

- o) Perform other related duties, as assigned.

### **KEY BEHAVIORAL COMPETENCIES**

**Overall attitude at work:** Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

**Respecting and valuing individual differences:** - Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

**Teamwork: Collaborate and cooperate with others** - Works collaboratively with team members and counterparts to achieve and build rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings.

**Communication: Write effectively/Share knowledge** - Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

**Producing Results: Work efficiently and independently/Deliver quality results** - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives. Consistently solves own and team's problems effectively as needed. Proactively engages in projects and initiatives, accepting demanding goals, in line with Organizational Strategies and Program of Work. Demonstrates accountability for work of team and sets an example, while explicitly articulating lessons learnt for own and team's benefit.

**Ensuring effective use of resources: Strategize and set clear objectives/Monitor progress and use resources well** - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization;

systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large- scale projects in line with key Organizational objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/ or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

**Building and promoting partnerships across the Organization and beyond: Develop networks and partnerships and encourage collaboration** - Builds and negotiates strategic partnerships and alliances with a wide range of key stakeholders to ensure Organizational results and success. Creates innovative opportunities for promoting synergies inside and outside the Organization to improve Organizational success.

## **TECHNICAL EXPERTISE**

- Advanced knowledge of institutional planning, monitoring, evaluation, and reporting, with the ability to produce high-quality, evidence-based analyses to support decision-making and accountability.
- Extensive experience applying quantitative and qualitative evaluation methodologies, including data analysis, synthesis, forecasting, and the use of findings for organizational learning and performance improvement.
- Sound expertise in results-based management (RBM), including theory of change, indicators, baselines, targets, and performance assessment, particularly in health or social sectors.
- Proven ability to manage complex, multi-faceted activities and deliver results within established priorities and timelines, working both independently and under pressure.
- Strong analytical and strategic thinking skills, with the ability to assess complex technical and policy issues in diverse, multicultural contexts and formulate actionable recommendations.
- Demonstrated expertise in the use and development of digital and information systems to support monitoring, evaluation, and organizational oversight.
- Excellent communication and interpersonal skills, including the ability to produce clear, concise reports and engage effectively with senior stakeholders.
- Proven leadership and supervisory skills, with experience managing staff, coordinating teams, and fostering a collaborative, results-oriented work environment.

## **EDUCATION**

**Essential:** A bachelor's degree in evaluation methods and management, health, or social science, **and** a master's degree in business administration, management, or another discipline relevant to the functions of the post, from a recognized institution.

**Desirable:** Specialized training in evaluation, results-based management, and/or project management would be an asset.

## **EXPERIENCE**

**Essential:** Nine years of progressively responsible professional experience, at national and international levels, in the field of evaluation within the social sectors, including experience in consulting and/or managing projects related to organizational performance, budget and business process review, systems development or enhancement, and project or program design and implementation. This should include at least two years of experience working at corporate level.

**Desirable:** Experience working in the United Nations system would be an asset.

## **LANGUAGES**

Fluency in English or Spanish with working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.

## **IT SKILLS**

Demonstrated ability to effectively leverage current and emerging technologies, including Enterprise Resource Planning (ERP) systems, to support evaluation processes and organizational performance. Advanced proficiency in standard IT tools (e.g., Excel, Word, PowerPoint, Outlook, Teams, OneDrive, SharePoint) is required. Knowledge of emerging technologies, including the application of artificial intelligence (AI) in evaluation, is highly desirable.