

## Seconded

<b>Position Name:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 12	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Invited Third States:</b> No

### **Reporting Line:**

The Planning and Evaluation Officer reports to the Head of Mission (HoM), coordinated by the Deputy Head of Mission/Chief of Staff (DHoM).

### **Main Tasks:**

- Ensures that mission operational activities are consistently planned according to the OPLAN, in support of an effective implementation of the Mission's mandate. To this effect, he/she contributes to develop and periodically review the Mission Implementation Plan (MIP) in coordination with other relevant organisational units;
- Helps ensuring that Mission operational activities are executed according to the MIP. To this effect, he/she monitors and reports on the state of play of mandate implementation, including through benchmarking, analysis of internal operational reporting and evaluation;
- Undertakes subsequent planning activities to facilitate the achievement of Mission's priorities and objectives;
- Collects and analyses the data against the objectively verifiable indicators in order to assess the status of the Mission's impact;
- Analyses and proposes management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission with a special emphasis on MIP as well as progress in relation to benchmarking;
- Drafts reports on a regular basis in relation to planning, benchmarking and evaluation for both internal management and for the CPCC and EU Member States on the impact of the Mission;
- Liaises with key Mission staff regarding the strategic direction of the Mission in order to ensure that all activities are in line with the strategic priorities and specific objectives of the Mission;
- Supports the collection of information from across the Mission for routine reporting on and analysis of the Mission activities against the Mission's tasks;
- Produces regular and ad-hoc reports for the Mission's management, CPCC and EU Member States on the status of the Mission, critical developments or particular issues;
- Attends regular meetings and exchanges with the Political Office, Security Office, Press and Information Office and other key functions for optimised coordination and synergy;
- Follows internal and external developments relating to the Mission programme's and briefs the HoM and DHoM accordingly;
- Contributes to ensure that Mission personnel is periodically updated on the progress of Mission implementation;
- Contributes to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- Contributes to the induction of Mission's personnel as required;
- Identifies and reports lessons and best practices in his/her respective field of responsibility;
- Undertakes any other job related tasks assigned by the HoM or Deputy HoM.

### Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma in Police Sciences, Political Sciences, International Relations, Diplomacy, Social Sciences, Public Administration, Law or a related field of study

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree;
- At least 5 years of relevant professional experience, preferably in the field of Security Sector Reform and/or development programming and/or project management. Such experience must be gained after having obtained the relevant university degree;
- Having successfully attended crisis management related courses for senior staff, is desirable;
- Excellent interpersonal and communications skills and teamwork capabilities;
- Familiarity with basic IT tools, particularly Word and Excel processing tools;
- Knowledge of the Logical Framework and other planning techniques/tools;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions, is desirable;
- Good understanding of the political, cultural and security situation in Mali and Sahel region;
- International experience, particularly in crisis areas with multi-national and international organisations, is desirable.

### Language Skills:

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				