

Position Name: Programme Manager	Employment Regime: Seconded	
Ref. Number: PR03	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Programme and Evaluation Department	Level of Security Clearance: EU Confidential or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Programme Manager reports to the Head of Planning and Evaluation Department.

Main Tasks and Responsibilities:

- To assist and advise the Head of Planning and Evaluation Department (PED) on the Department's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, monitoring and evaluation mechanism;
- To support, on behalf of the Head of PED, the management of the Police Advisory and Rule of Law Sections in translating the benchmarks and objectives of the MIP into their work;
- To ensure that PED initiatives and planning are followed-up on and properly recorded for purposes of institutional learning and internal accountability, in coordination with the Police Advisory and Rule of Law Sections;
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of PED accordingly;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law and security structures/activities relevant for the Mission;
- To analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and evaluation mechanisms;
- To ensure timely and accurate monitoring, evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To contribute, as appropriate, to the Mission's support and advise to counterpart institutions in the security and justice sectors in their planning, monitoring and evaluation activities;
- To contribute, as appropriate, to the Mission's support to security sector and justice sector co-ordination mechanisms as well as thematic coordination mechanisms;
- To develop best practices on project management and make training recommendations;
- To record and diffuse internally – as appropriate - lessons learnt;
- To advise project leaders in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc;
- To actively participate in the efforts of the co-location team embedded in the Palestinian Civil Police (PCP) as per modalities decided by the Head of PED;
- To undertake any other tasks as requested by the Line Manager.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Economics, Business Administration or in any other relevant field;
- Professional experience in operational aspects of Programme Management and report writing;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in an CSDP operation;
- Proven understanding of complex organisations and organisational change management processes;
- Sound understanding and proven experience in with justice and/or security sector reform, development and institution/capacity building;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity.

Desirable

- Experience in evaluation and compliance procedures in a CSDP operation.