

Position Name: Planning and Evaluation Adviser	Employment Regime: Seconded	
Ref. number: NI 09	Location: Niamey	Availability: 20 Jun.2018
Component/Department/Unit: HoM/Planning, Evaluation and Reporting Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Planning and Evaluation Officer reports to the Head of Planning, Evaluation and Reporting Unit (PER)

2. Main Tasks and Responsibilities:

- To develop, maintain and update on a two month basis the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements (head of units from the Operations Department) and other key stakeholders;
- To provide, based on the above and when required, guidance and/or advice and/or critical analysis to the head of PER, the Deputy Head of Mission and Head of Mission on the implementation of the Mission's mandate.
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To coordinate closely with the operational evaluators the setting and follow up as well as amendment's (if necessary) of the mission's evaluation system;
- To contribute to the development in joint cooperation with the operational evaluators on baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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 OR equivalent Police/Military Rank. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Economics, Law, etc.) or Business Administration; AND
- A minimum of 5 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Analytical and research skills;
- Time management and ability to prioritize multiple tasks;
- Self-motivated person able to work without close supervision;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Excellent analytical and drafting capability and profound knowledge of information collection and analytical methods.