Position Name:	Employment Regime:	
Programme Manager	Seconded	
Ref. Number:	Location:	Availability:
PA 32	Ramallah	ASAP
Component/Department/Unit:	Security Clearance Level:	Open to Contributing
Police Advisory Section	EU CONFIDENTIAL	Third States:
		No

1. Reporting Line

The Programme Manager reports to the Head of the Police Advisory Section.

2. Main Tasks and Responsibilities

- To analyse and assess the development and progress of Mission's performance against the Mission's mandate, tasks and priorities set in the Mission's planning documents and the Mission Implementation Plan;
- To conduct 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 produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States on the status of the Mission's mandate implementation;
- To liaise regularly with other Mission operational elements;
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To prepare and give presentations as necessary;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To assist and advise the Head of Section's contribution to the Mission's efforts on mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP), through a structured approach, identifying and using benchmarks, performance measurement frameworks and other appropriate monitoring and evaluation mechanisms to plan and monitor the activity of PAS;
- To support, on behalf of the Head of PAS, the management of the Police Advisory Section in translating the benchmarks and objectives of the MIP into specific, measurable, actionable, realistic and time-bound activities for the Section;

- To ensure that such Section specific activities identified in the MIP are followed-up on and properly recorded for purposes of institutional learning and internal accountability and communicated in a structured way to the Planning and Reporting Unit on a regular basis;
- To monitor and analyse internal and external developments relating to Section programmes and projects;
- To assess the developments and achievements of the Section's operational objectives through structured and quantitative ex-post analyses of the Section's mandated tasks and activities.
- To ensure timely and accurate monitoring, evaluation, reporting and information flow from the Section to the Planning and Reporting Unit, 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 advice to counterpart institutions in the security and justice sectors in their planning, monitoring and evaluation activities.
- To contribute, as appropriate, to PAS' support to the wider Mission security sector and justice sector co-ordination mechanisms as well as thematic coordination mechanisms.
- To demonstrate and develop best practice on project management and make appropriate training recommendations;
- To record and disseminate internally – as appropriate - lessons learnt.
- To advise and assist PAS staff in preparing all relevant documents for QIPs and other projects (such as project proposals, project budgets, notes of understanding, project agreements, etc.).
- To undertake any other tasks as required.
- To assist the Head of Section 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 compile relevant statistics as directed and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law and security structures/activities relevant for the Section.

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 <u>AND</u>
- A minimum of 4 years of professional experience in the field of operational planning/project management experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity.
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Excellent editing and drafting skills in the English language;

- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of complex organisations and organisational change management processes.

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in evaluation and compliance procedures in an international environment;
- Experience working in projects that integrate gender as a notion and an understanding of the context and value of gender mainstreaming;
- Experience in with justice and/or security sector reform, development and institution/capacity building.
- Experience working in an international organization operating in a conflict or post-conflict environment.

7. Desirable Knowledge, Skills and Abilities: N/A