

## **SECONDED/CONTRACTED (5)**

<b>Position Name:</b> Senior Reporting Officer/ Head of Planning, Evaluation and Reporting Analysis Unit	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> NI 16	<b>Location:</b> Niamey	<b>Availability:</b> 01 May 2019
<b>Component/Department/Unit:</b> CoS Department/ Planning, Evaluation and Reporting Analysis Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

### **1. Reporting Line:**

The Senior Reporting Officer/Head of Planning, Evaluation and Reporting Analysis Unit reports to the Chief of Staff (CoS).

### **2. Main Tasks and Responsibilities:**

- To manage and coordinate the Planning, Evaluation and Reporting Analysis Unit and give the necessary directions, in line with the implementation of the missions' mandate and its priorities;
- To lead, direct and manage and prioritise the work and staff of the Unit, so as to produce the Mission's strategic and operational planning, reporting and analysis requirements, including, but not limited to, the Six-Monthly Reports, Special Reports, Strategic reports, Strategic Review and OPLAN revision;
- To use the information produced by this Unit to make suggestions and improvements to the CoS, DHoM and HoM on how to better implement the mandate;
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To ensure and if necessary review the tools and procedures for more effective data collection from all departments;
- To collate and analyse the Mission's Lessons identified and learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To undertake any other related tasks, as requested by the Line Manager(s).

### **3. Mission Specific Tasks and Responsibilities:**

- To submit the different reports to the Line Managers;
- To distribute specific reports in and outside the Mission, as appropriate;
- To support the CoS in maintaining an updated overview of the situation on the field and to share information with the Press and Public Information Officer, the Political Adviser, Senior Mission Security Officer and/or other Mission members, as required;
- To ensure that Mission members provide and receive the requested information;

- To deliver presentations about EUCAP Sahel Niger (e.g. mandate, objectives, activities, etc.), as required.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma; **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master' degree; **OR** police or military equivalent education or training or equivalent rank; **AND**
- At least 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 3 years at management level.

**5. Essential Knowledge, Skills and Abilities:**

- Report compilation, drafting and editing skills; to mentor and motivate staff;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B2 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in planning and implementing projects;
- Experience in the area of knowledge management, organisational learning or policy development related working experience.

**7. Desirable Knowledge, Skills and Abilities:**

- Analytical capability and knowledge of information collection and analytical methods.