

<b>Position:</b> Head of Planning, Evaluation, Reporting and Analysis Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 108	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff/Planning, Evaluation, Reporting and Analysis Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of the Planning, Evaluation, Reporting and Analysis Unit reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Unit, so as to produce the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operational Department and its Project Unit, 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 collect, collate and analyse the Mission's Lessons Identified/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 identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that analysis is conducted with an integrated gender perspective, when required;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To ensure the development of tailor-made assessment tools to evaluate the effectiveness of Mission activities in support of the Malian Internal Security Forces (Police, Gendarmerie and National Guard - ISF);
- To assess the effectiveness of advising, the training and the projects conducted by the Mission and provide support for the preparation of the future advising and training related activities and operations;
- To this purpose, to support the Mission's sustainability strategy with regards to all Mission's training operations including the training of trainers' concept and the coaching phase of the post-train the trainers' activities, in order to reinforce local ownership of the Malian ISF;
- To develop analytical indicators and tools in order to monitor, evaluate and assess current and future training outcomes, outputs and return on investment according to Kirkpatrick's model;
- To analyse and interpret the results and data, drafts reports based on lessons identified and provide suggestions for best practices.

#### **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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields Political Sciences, International Relations, Law, Social Sciences, or Administration; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years of experience at management/coordination level.

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

- Report compilation, drafting and editing skills;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B1 (Independent User).

#### **6. Desirable Qualifications and Experience**

- Excellent knowledge of evaluation tools and of different assessment methodologies;
- Excellent analytical, synthesis and drafting skills;
- Experience in a unit or service specialised in evaluation and assessment or reporting and analysis;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- *N/A*