

<b>Position Name:</b> Senior Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 32	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Department/Planning section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Department (PRED).

### 2. Main Tasks and Responsibilities

- To coordinate and lead the work of the Planning Section;
- Under the supervision of the Head of Planning, Reporting and Evaluation Department, to develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the Mission's operational and advisory components, as well as key stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission's operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To liaise regularly with the Mission's operational elements and other components, including advisory, as well as external stakeholders for optimised information exchange, coordination, and cooperation;
- To help prepare Mission's coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- 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 identify, collect and disseminate lessons and best practices;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To design, develop and contribute to the induction training of mission personnel and mission internal trainings as required in co-operation with Mission Support Department.

### 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's Degree. The diploma should be in one of the fields of Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study; **AND**
- A minimum of 6 years of relevant and proven professional experience, out of which 5 in strategic analysis, planning, evaluating and reporting, after having fulfilled the education requirements.

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

- Excellent interpersonal and communication skills;
- Sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

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

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Ukrainian and/or Russian language skills.