

## SECONDED POSITIONS

<b>Position Name:</b> Planning, Evaluation and Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CA 05	<b>Location:</b> Bangui, CAR	<b>Availability:</b> 01 June 2021
<b>Component/Department/Unit:</b> Mission HQ/CoS	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Planning, Evaluation and Reporting Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with all mission departments, notably the Operations Department;
- To report and to evaluate the Mission's achievements internally as well as externally;
- To contribute to the mission's regular, special and incident reports
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the progress and impact of the Mission's activities;
- 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. General Tasks and Responsibilities

- To maintain a work flow for the MIP

### 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; AND
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements;
- Previous relevant professional experience in Africa

### 5. Essential Knowledge, Skills and Abilities

- Excellent Analytical skills;
- Excellent drafting skills;
- Knowledge and experience in benchmarking
- Time management and ability to prioritise multiple tasks;
- Self-motivation to work without close supervision;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- University and/or Master's Degree in business administration/project management or other related topics

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

- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity;
- Strategic and creative thinking;

- Ability to multi-task with a time management efficiency;
- Proven organizational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;