

<b>Position Name:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAC 33	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> CoS Office/Planning, Reporting and Evaluation Department/Planning Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Department.

### 2. Main Tasks and Responsibilities

- To contribute towards ensuring that Mission personnel are periodically updated on the progress of Mission mandate implementation;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to the induction training of new Mission personnel as required.

### 3. General Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, including advisory, as well as other external stakeholders as directed 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 contribute, in support of the Mission's Project Management Unit, to identify and develop new projects according to the objectives of the Mission's mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To support the quantitative and qualitative analysis of input originating from the Mission's operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To identify, collect and disseminate lessons and best practices;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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.

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

- Analytical, research and drafting skills;
- Profound knowledge of information collection and analytical methods;
- Time management and ability to prioritise multiple tasks;
- Self-motivated person able to work without close supervision.

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

- Previous experience in crisis management Missions, including in the area of Security Sector Reform (including policing, rule of law), or in the political/diplomacy field;
- International experience, particularly in crisis areas with multinational and/or international organisations;

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

- Ukrainian or Russian Language skills.