

Position Name: Head of Planning, Evaluation and Reporting Office	Employment Regime: Seconded	
Ref. number: LIBHM15	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Chief of Staff / Planning, Evaluation and Reporting Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line: The Head of Planning, Evaluation and Reporting reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Unit, so as to produce the Mission's Implementation Plan (MIP), reports and analysis, including, but not limited to, the Weekly, the Intermediate, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operations and Cooperation/Coordination sectors to ensure and support internal and external technical coordination and cooperation on 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 Mission's operational elements and other concerned Mission's sectors, the monitoring of its execution, including through benchmarking, analysis and evaluation of outcomes, providing regular reports to the Mission's Senior Management;
- 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 Manager(s).
- To supervise the development of a system, including through the use of technologic solutions, to gather, collect and analyse information from the Mission's interested sectors to update, monitor and evaluate the implementation Mission's mandate.
- To supervise the monitoring and evaluation, providing regular reports to the Mission's Senior Management, of:
 - the implementation of the Mission's projects as part of the MIP,

- the contribution of the Mission to the implementation of EU programs/projects implemented in the framework of the EU Integrated approach.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager

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 **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank **AND**
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 3 years at management level;
- Operational planning/reporting and evaluation experience, in a national or international context;

5. Essential Knowledge, Skills and Abilities:

- Report compilation, drafting and editing skills;
- Analytical capability and profound knowledge of information collection and analytical methods
- Drafting skills, self-driven and ability to work in a methodical manner

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anticorruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.
- Experience in designing and delivering capacity building activities
- Experience in planning, monitoring, evaluation or reporting in CSDP Missions.
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of the Mission area and potential security threats;
- High resilience under stress.