

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: IAT 23	Location: Baghdad	Availability: ASAP
Component/Department/Unit: CoS /Planning, Analysis & Reporting Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Planning & Evaluation Officer reports to the Head of Planning, Analysis & Reporting Dept. (PARD)

2. Main Tasks and Responsibilities:

- To develop, maintain and update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's elements and other key stakeholders;
- To provide, based on the above and when required, guidance and/or advice and/or critical analysis to Mission management on the implementation of the Mission's mandate;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To develop and maintain a MIP progress tracking mechanism in close cooperation with the Mission's Reporting Officers, Analysts, Senior Strategic Advisers, and key stakeholders throughout the Mission;
- To contribute to the monitoring, evaluation and assessment of the impact of the Mission's activities.
- To prepare and give presentations.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices 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 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- Excellent analytical and drafting capability and profound knowledge of information collection, information management and analytical methods.

- A minimum of 5 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 and research skills;
- Time management and ability to prioritize multiple tasks;
- Self-motivated person able to work without close supervision;
- Excellent interpersonal and teamworking skills;
- English language skills: minimum C1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives to diverse audiences;
- Knowledge of CSDP missions, structure and ambitions;
- Experience/knowledge of Iraq/Middle East/SSR reforms context;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.