

SECONDED POSITIONS

Position Name: Planification, Evaluation and Reporting (PER) Officer	Employment Regime: Seconded	
Ref. Number: CA 05, CA 56	Location: Bangui, CAR	Availability: ASAP
Component/Department/Unit COS Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

The Planification, Evaluation and Reporting (PER) 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 prepare and give presentations;
- To contribute to operational planning.

3. General Tasks and Responsibilities

- To contribute to Mission reporting in the area of competence;
- To support and 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 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
- After having fulfilled the education requirements, at least 4 years of relevant professional experience, e.g. in operational planning and evaluation/project management.

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;

6. Desirable Qualifications and Experience

- University and/or Master's Degree in business administration/project management or other related topics;
- Previous relevant professional experience in Africa.

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;