

Position Name: Planning and Evaluation Adviser	Employment Regime: Seconded	
Ref. Number: NI 18	Location: Niamey	Availability: 01 Dec 2021
Component/Department/Unit: Chief of Staff Department/ Planning, Evaluation and Reporting Unit	Security Clearance Level: No (as only access up to EU RESTRICTED required)	Open to Invited Third States: No

1. Reporting Line:

The Planning and Evaluation Adviser reports to the Head of Planning, Evaluation and Reporting Unit .

2. Main Tasks and Responsibilities:

- To support the operational experts in the drafting of the Mission Implementation Plan (MIP) and Benchmarking Matrix; notably by ensuring that the recommended planning method is applied, the document follows a logical rationale understandable by all and that the document is delivered within the determined time table;
- To follow-up the operationalisation of the Mission mandate and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and the benchmarking matrix in close cooperation with the relevant Mission's operational elements (experts and head of units from the Operations Department);
- To update regularly the Mission internal planning documents;
- To provide, based on the above and when required, advice and/or critical analysis to the head of PER, the Chief of Staff, the Deputy Head of Mission and Head of Mission 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 optimized information exchange, coordination, planning 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.

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 Police/Military Rank. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Economics, Law, etc.) or Business Administration; **AND**
- A minimum of 3 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;
- Ability to prepare and give presentations.
- Time management and ability to prioritise multiple tasks;
- Self-motivated person able to work without close supervision;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in leading and communicating change management initiatives to diverse audiences;
- Experience in project management or project management training.

7. Desirable knowledge, skills and abilities:

- Analytical and drafting skills, knowledge of information collection, data management and analytical methods.