

<b>Position Name:</b> Head of Planning, Analysis and Reporting Department (PARD)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 20	<b>Location:</b> Baghdad, Iraq	<b>Availability:</b> Feb. 2022
<b>Component/Department/Unit:</b> Office of the Chief of Staff /Planning, Analysis & Reporting Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Planning, Analysis and Reporting Department (PARD) reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the department, so as to deliver on the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operational Department, to ensure and support external communication, cooperation and coordination on the technical 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 the Mission's Operational Department and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To liaise closely with Iraqi counterparts in the development, monitoring and evaluation of the MIP;
- 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.

### 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 5 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/project management experience, in a national or international context.

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

- Report compilation, drafting and editing skills.
- Mission experience, e.g. CSDP, UN, OSCE etc.
- Experience in the area of knowledge management, organisational learning or policy development related working experience;

**6. Desirable Qualifications and Experience:**

- 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:**

- Analytical capability and profound knowledge of information collection and analytical methods;
- Knowledge of Arabic.