

Position: Planning and Evaluation Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. number: PRE 02	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Unit (PRE)	Security Clearance Level: EU CONFIDENTIAL	Open to contributing third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- In coordination with the Operational Sections, compile relevant statistics and carry out analysis and evaluations;
- In support of the Mission's Project Cell, contribute in identifying and developing new projects according to the objective of the Mission mandate.
- To develop a repository for maintaining and securing Mission activity data (data capture, data storage, data usability) derived from activities as outlined in the Mission Implementation Plan (MIP);
- To develop, maintain and regularly update the MIP, in close cooperation with the relevant team members in PRE, Mission's operational elements and other key stakeholders;
- 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 and mentor 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, ad-hoc and special reports;
- To prepare and give presentations;
- 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.

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;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND
- 5 years of relevant professional experience (operational planning/project & data management).

5. Essential Knowledge, Skills and Abilities:

- Excellent analytical and drafting capability and profound knowledge of information/data collection, storage and analytical methods;
- Ability to apply methodologies for evaluation of task outcome and capacity building interventions;
- Planning and project management;
- Coordination skills, in relation to the cooperation with sections/units;

6. Desirable Qualifications and Experience:

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE 2, or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Good interpersonal skills and ability to work under pressure;
- Advanced English skills and knowledge in Arabic