

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 033	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/ Planning, Reporting and Evaluation Division	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of Mission activities.
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To contribute towards ensuring that Mission personnel are periodically updated on the progress of mandate implementation;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices on Mission related aspects;
- To contribute and ensure timely reporting on Mission related activities;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks 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; **AND**
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- Time management and ability to prioritise multiple tasks;
- Self-motivation and ability to work without close supervision.

6. Desirable Qualifications and Experience

- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience in crisis management Missions, including in the area of Security Sector Reform (policing, rule of law), or in the political/diplomacy field;
- Experience with applying monitoring and evaluation tools and frameworks to track and assess implementation.

7. Desirable Knowledge, Skills and Abilities

- Knowledge and experience of working in the area of operation;
- Ukrainian and/or Russian language skills.