

## SECONDED POSTS (11)

<b>Position Name:</b> Planning and Evaluation Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 22	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Department/ Planning, Evaluation and Reporting Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising the relevant Mission's structures on activities pertaining to training, mentoring and monitoring a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To identify best practice and lessons learned within the field of responsibility;
- To contribute to the design of activities related to training, mentoring and monitoring vis-à-vis national partners, in coordination with the thematic experts;
- To build and maintain relationships with relevant local counterparts and other relevant parties and to liaise closely with other Senior Advisers and Advisers from the Mission as appropriate;
- The above will help to collect information in collaboration with local counterparts and Mission's Advisors about the effect and impact of the Mission's activities according to planning, monitoring and evaluation tools of the Mission;
- To design and deliver training, as appropriate, to Mission members and local counterparts on the use and the need of the evaluation tools;
- To organise Evaluation Committee meetings in cooperation with Operations Assessment Advisor – Projects and provide it with relevant information.
- To produce, in accordance with Evaluation Committee, statistics, evaluations and reports on the current state of affairs.
- To use different evaluation tools and methods, e.g. the Kirkpatrick's training evaluation model, to provide analysis of performance and impact in order to enhance the Mission's evaluation capacity of mandate implementation;
- To develop and update monitoring and evaluation tools of the Mission;
- To ensure the follow up of evaluation aspects within the established Mission harmonised training policy by using relevant evaluation tools;
- To measure effects and impact of trainings and to check the synergy with the projects implemented in support to trainings, in collaboration with Operation Assessment Advisor – Projects, the Mission's Advisors and Project Cell;

- To ensure that Human Rights and Gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- 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 identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- 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 **OR** equivalent and attested police or/military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, 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;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

### **6. Desirable Qualifications and Experience:**

- Experience as evaluator of trainers and the Kirkpatrick's four level training evaluation model;
- Experience in national Security forces or in a military operation or civilian Mission;
- Experience of operations/mission and/or cooperation in Africa;
- Experience of designing, conduct and deliver targeted evaluations;
- Experience in project management.

### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge in the field of education or mentoring, monitoring and evaluation;
- Ability to engage and motivate local counterparts.