

Position Name: Senior Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: UAC 031	Location: Kyiv	Availability: 1 May 2023
Department/Component/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division/Planning office	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Senior Planning and Evaluation Officer reports to the Head of Planning, Reporting and Evaluation Division (PRED).

2. Main Tasks and Responsibilities

- To coordinate and lead the work of the Planning Office;
- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- As and when needed, to support and contribute to the revision of the Mission mandate and Operational Plan (OPLAN) in terms tasks and benchmarking framework
- To coordinate and provide quantitative and qualitative analysis of Mission internal inputs and with regards to the progress of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and stakeholders in the Mission's governance structures on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of mandate implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and revising project proposals in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.

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 respective 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 4 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. The diploma should be in one of the fields of Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other closely related fields of study; AND
- A minimum of 4 years of relevant and proven professional experience, in strategic analysis, planning, evaluating and reporting, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities

- Excellent interpersonal and communication skills;
- Sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

6. Desirable Qualifications and Experience

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Experience in the area of civilian security sector reform;
- International experience, particularly in crisis areas with multinational and/or international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region;
- Ukrainian and/or Russian language skills.