

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: SOM-9025 SOM-9026	Location: Mogadishu	Availability: 15/03/2023 ASAP
Component/Department/Unit: Chief of Staff Department/ Planning, Reporting and Evaluation Division/ Planning and Evaluation Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Evaluation and Reporting 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 Security, Support, Advisory and Operations structures for information exchange, coordination, and cooperation, aiming for the collection of the Mission's Lessons Learned observations and development of the Missions Lessons Learned process;
- To prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To liaise with the Mission Project Cell to support the identification and development of new projects 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;
- To produce planning and evaluation documents, necessary for the Mission's reporting chain.
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts, related to Mission planning and evaluation related matters.
- To coordinate the Planning and Evaluation Office, by proposing the organisation, development and follow-up on the Division's Planning and Evaluation products.

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 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 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;

- Knowledge and experience in evaluation processes and methodologies;
- Knowledge and experience in benchmarking.
- Time management skills and ability to prioritise multiple tasks.

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;
- Experience with CPCC operational planning processes and formats.

7. Desirable Knowledge, Skills and Abilities: