

<b>Position Name:</b> Senior Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 031	<b>Location:</b> Kyiv	<b>Availability:</b> 08 April 2024
<b>Department/Component/Unit:</b> Chief of Staff Office/Planning, Reporting and Evaluation Division/Planning Division	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 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.

**6. Desirable Qualifications and Experience:**

- Experience in strategic planning, analysis, monitoring and evaluation.
- 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 or other areas within the same geopolitical region.