

Position name: Planning and Reporting Officer	Employment regime: Seconded	
Ref. number: UAC 038	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Chief of Staff Office/Planning, Reporting and Evaluation Division	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Planning and Reporting Officer reports to the Head of Planning, Reporting, and Evaluation Division. The Planning and Reporting Officer will be embedded in the Project Cell.

2. Main Tasks and Responsibilities:

- To advise and support the Head of the Project Cell in implementing planning and reporting requirements according to the Civilian Operations Commander guidelines, Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents. To this effect, he/she provides support, monitors and reports on the progress of mandate implementation, in close coordination with relevant units, including the identification of challenges, options and solutions, and on internal operational reporting and evaluation;
- To provide advice and support to Project Managers in compiling the necessary project documentation;
- To help to ensure that projects are conducted in accordance with the applicable framework;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To contribute to the development and regular updating of the OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.

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 editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

6. Desirable Qualifications and Experience:

- Experience in project management;
- Experience in working with donor requirements;
- Experience in project / programme reporting.

7. Desirable Knowledge, Skills and Abilities:

- N/A