

## **SECONDED POSITION(S)**

<b>Position Name:</b> Data Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> GEO YP 01	<b>Location:</b> Tbilisi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/ Planning and Evaluation Section	<b>Security Clearance Level:</b> N/A	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

The Data Evaluation Officer reports to the Head of Planning and Evaluation Section.

### **2. Main Tasks and Responsibilities:**

In close cooperation with the relevant Mission operational elements and other stakeholders;

- To design and refine performance indicators and data collection tools in support of measuring progress and outcomes, in particular in relation to the Mission Implementation Plan (MIP);
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated, including through ensuring effective data visualization;
- To conduct data analysis and support the creation of automatically-populated templates and dashboards, including in relation to the Mission's Information Collection Plan, ensuring close liaison and cooperation with the Information Manager and CIS; 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 coordinate, develop and implement (baseline) surveys, monitoring and evaluation exercises (including Lessons Learned exercises and After Action Reviews) for assessing the impact of the Mission activities;
- To support the Planning and Evaluation Section in maintaining an up-to-date Risk Register;
- To support building in-house capacity in relation to data evaluation.

### **3. General Tasks and Responsibilities:**

- 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 or/and military education or training or an award of an equivalent rank;  
AND
- A minimum of 2 years of relevant professional experience, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Drafting and research skills;
- Strong communication and presentation skills;
- Analytical skills and knowledge of information collection and data analysis;

- Strong knowledge of Microsoft 365 (especially Excel) and Power BI as well as other useful data evaluation and visualization tools.

**6. Desirable Qualifications and Experience:**

- International experience, particularly with multi-national and international companies and/or organisations;
- Experience in monitoring and evaluation.