

Position: Head of Planning, Reporting and Evaluation Section	Employment Regime: Seconded	
Ref. Number: EK 50035 Confirmed Vacancies: 1 Pending Vacancies: 0	Location: Western Balkans Region (Kosovo)	Availability: ASAP
Pillar/Department/Unit: Office of the Chief of Staff, Planning, Reporting and Evaluation Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Planning, Reporting and Evaluation Section reports to the Chief of Staff. This position is also a member of the Core Responsiveness Capacity (CRC), see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan (MIP) in coordination with Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the operational/coordination functions;
- To supervise and support the drafting and analysis of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To undertake any other related tasks as requested by the Chief of Staff.

3.1 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 Chief of Staff.

3.2 Core Responsiveness Capacity Tasks and Responsibilities:

- Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

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 qualification should be any of the field of Social Science (e.g. Public Administration, Law, Political Science, Economics), Business Administration/Management or other related university studies; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level;
- A minimum of 1 year of operational planning/programme management experience, in a national or international context;
- Experience in monitoring and coordinating multiple stakeholder processes.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Excellent interpersonal and communication skills, both written and oral;
- Report compilation, drafting and analytical skills.

6. Desirable Qualifications and Experience:

- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- International experience, particularly with multi-national and international organisations, preferably in a CSDP context;
- Experience in the area of knowledge management, organisational learning or policy development;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.

7. Desirable Knowledge, Skills and Abilities:

- Substantial knowledge of the Stabilisation and Association Process, Instrument for Pre-Accession (IPA) Projects, and EU integration processes in Kosovo.
- Sound understanding of rule of law procedures and institutional building.