



CALL FOR APPLICATIONS

Job Title : **HEAD OF PLANNING, MONITORING AND EVALUATION**

Reference : **003/CEEAC/COM/SA/DPPB/SPSE/2022**

Application deadline:

Duty station: **Libreville, Gabon**

Type of contract : **Fixed-term contract of three (3) years renewable**

SITUATION OF THE POST	
Department	Presidency / Administrative Secretariat
Division	Planning, Programmes and Budget
Service	Planning, Monitoring and Evaluation
Functional Relationships	<ul style="list-style-type: none">- All departments- External partners.
DUTIES OF THE POST	
The Head of Planning, Monitoring and Evaluation is responsible for developing and coordinating the monitoring and evaluation system for the plans, projects and programmes of the Commission's sectoral departments.	
MAIN RESPONSIBILITIES	
<ul style="list-style-type: none">- Develop and implement the overall strategic planning framework for community development, in liaison with the relevant structures;- Develop and implement the community development strategy, in conjunction with the relevant structures;- Define and ensure coherence of sectoral community development priorities and strategies;- Support the development of the implementation of priority action plans for the different sectors;- Prepare the Community medium-term expenditure framework, in liaison with the relevant structures;- Define standards and methods for community planning;- Draw up annual reports on community development;- Establish and update community socio-economic data banks;- Design, implement and organise the technical and institutional arrangements for a monitoring and evaluation system based on a results-based management framework;- Elaborate indicators for the results achieved across the different units, projects and programmes of the Priority Action Programme (PAP) and the Medium Term Budgetary Framework (MTBF);- Organise with the strategic planning department, conferences to plan the Institution's annual activities;- Produce dashboards for the main monitoring indicators of the PAP projects;- Draft the institution's Annual Performance Report;- Elaborate the institution's Activity Programme with the sectoral departments;	

- Write reports based on the indicators and with analysis allowing the projects/programmes to adjust their activities annually according to the results achieved;
- Act as the interface for M&E with other sectoral departments;
- Provide quality control support for all aspects of M&E included in the MTBF Performance Report;
- Support the management of appropriate databases on activities and ensure that data meets standard quality standards for reporting with appropriate supporting documentation
- Develop action plans to achieve the objectives set by the Management, deploy them and monitor their implementation;
- Coordinate human and material resources in order to achieve set objectives;
- Monitor the execution of instructions given and assist colleagues in their duties;
- Ensure the production of the department's activity reports for the management;
- Periodically evaluate staff and propose changes and/or training to be undertaken;
- Within the department, ensure compliance with regulations and administrative procedures.

PROFILE REQUIREMENTS

Educational Background	Have a postgraduate degree (5 years of university education or equivalent) in economics.
Experience	Have at least 8 years of professional experience at similar levels of responsibility (see Article 13 of the ECCAS Staff Regulations).
Expertise	<ul style="list-style-type: none"> - Central Africa and ECCAS member states; - International institutions and organisations; - Texts, treaties and international legislation related to the sectors dealt with by ECCAS; - Rules and procedures of donors; - International financial institutions - Methodology of prospective studies; - Knowledge of the Commission's document library, in particular the programmes; - Principles of results-based management and project monitoring and evaluation system; - Project planning and management techniques; - Language: English, Spanish, French and Portuguese required.
Technical Skills	<ul style="list-style-type: none"> - Must have advanced professional and managerial skills; - Must have the ability to design, plan, manage and evaluate large teams where appropriate; - Monitor and evaluate projects, plans and programmes; - Develop the expected financial and budgetary analysis for all projects; - Conduct studies and analysis as well as make complex recommendations in clear and concise fashion; - Communicate orally and in writing with a high-level, multicultural audience; - Present or deal with complex and difficult issues in a concise and clear manner;

	<ul style="list-style-type: none"> - Negotiate with high level interlocutors; - Organise and lead technical meetings with all types of internal and external contacts; - Use IT tools: Word, Excel, PowerPoint.
Behavioural competencies	<ul style="list-style-type: none"> - Results orientation ; - Anticipation - Ability to analyse and summarise; - Organisational skills, time management and rigour - People skills, listening skills and interpersonal skills; - Discretion in handling complex and/or sensitive cases.
EMPLOYMENT CONDITIONS	
Remuneration	<ul style="list-style-type: none"> - Salary and benefits in accordance with the ECCAS salary structure.
Nationality & gender	<ul style="list-style-type: none"> - Be a national of an ECCAS member state; the overall geographical balance between member states will be taken into account for the recruitment; - Female candidates are encouraged to apply.
APPLICATION DOCUMENTS	
<ul style="list-style-type: none"> - Motivational letter of application; - Detailed curriculum vitae including full contact details of the applicant (full name, address, telephone, fax, e-mail); - Citizenship certificate; - A copy of birth certificate or supplementary judgement in lieu thereof; - A copy of criminal record (bulletin n°3) not more than three months old; - Certified copies of academic degrees and diplomas; - Work certificates and documents attesting to professional references; - A medical certificate issued by a registered doctor; - Full identities of three referees who are not related to the applicant and who can attest to the applicant's professional and moral qualities; <p style="text-align: center;">The complete file, bearing the reference : 003/CEEAC/COM/SA/DPPB/SPSE/2022 and the job title « HEAD OF PLANNING, MONITORING AND EVALUATION », must be sent exclusively by e-mail to the following address : recrutements@ceeac-eccas.org.</p>	