



Solomon Islands National University
Job Description

Position Title: Economic Planning Officer/Assistant

Position Purpose

The primary responsibility of the **Economic Planning Officer/Assistant** is to carry out all assigned responsibilities in economic planning necessary for institutional growth and development of SINU.

Scope of Work

To provide the Director or Institutional Planning and Development the necessary support in institutional planning needs of the University.

Minimum Qualification Requirement: For the Economic Planning Assistant level appointment, this position requires an excellent Bachelors degree in Economics, with specialization in project planning, budgeting, and strategic planning. Those with post-graduate qualifications in one of these areas would be considered for the Economic Planning Officer rank appointment. New graduates with GPAs of 3.0 and above in Economics, and those with Masters and/or PhD (Economics) qualifications are encouraged to apply.

Other Requirements: Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills; and excellent written and verbal communication skills are required.

Desirable: Possession of a valid driving license would be desirable.

Remuneration: Salary will be commensurate at the rank the person is appointed at, in the technical support services (TSS) stream at the Assistant Officer range of (SBD41,199-SBD64,206 gross) or at the Officer range of (SBD66,319-SBD89,769 gross).

Organizational Relationships

Position Type: 3-Year Employment Contract

Reporting to: Director of Institutional Planning & Development

Staff Responsible to you: NIL

Hours of Work: **Work Hours:** Normally Mondays to Fridays between the hours 8.00am–5.00 pm plus any other hours deemed necessary. Salaried full-time staff shall be required to work days, evenings, weekends and public holidays, and must return to duty whenever needed. Because this job entails creativity and largely self-motivation and work, flexible work arrangements can be negotiated.

Functional Relationships:

1. Internal Contacts: Management, Students, Staff.

2. External Contacts: SINU Stakeholders, Commercial and Non-Commercial entities, Government Ministries, Students, School/Department Principals, Statutory bodies, and External Institutions/Universities.

1.0 DUTY STATEMENT

- 1.1 Specific Duties & Responsibilities:** The specific duties and responsibilities of this position are: (a) carrying out feasibility studies for University's projects and all works relating to project planning, (b) carrying out institutional planning and development activities, (c) developing and monitoring University's strategic plans, (d) drafting budgetary and funding proposals, and liaising with funding agencies for funding support for the university, and (e) carrying out all statistical analysis and reporting required for institutional planning and evaluation of a University.
- 1.2 General Duties & Responsibilities:** These include duties relating to all matters that the membership of a University entails, including duties related to School/Faculty/University wide activities, and undertaking all other duties as directed by the Vice Chancellor.

2.0 KEY RESULT AREAS AND KPIS

Key Result Areas (KRAs)	Key Performance Indicators (KPI)	Outcomes & Achievements
Project planning and feasibility studies for University Projects	Carrying out all works relating to project planning (identification, CBAs, cost effectiveness studies, monitoring, evaluation) of projects	High quality analysis/reports
Institutional planning & development activities	Carrying out all institutional planning works necessary at a University	Timely submission of all reports and analysis.
University's strategic plans	Developing, monitoring and reporting on University's strategic Plans	Approvals / endorsements of reports/analysis by Director, VC and Senior Management Committee.
Budgetary and funding proposals	Drafting SINU budget and funding submissions for Government, and funding and financial agencies, and monitoring budgetary performances of the University.	
Statistical analysis	Collating and analyzing all relevant institutional data of the University, and comparative data as necessary, and producing reports on these.	

3.0 OTHER DUTIES

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.

4.0 CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature
Mr/Ms **Date**

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature
Director IPD **Date**

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Signed:
Human Resources Director **Date:**