

JOB DESCRIPTION

Title	Principal Planning officer
Institute/Department	Institution Planning Division
Reports to	Director Institution Planning Division
Location/Campus	Kukum Campus

Summary of Duties

To take a leading role in assisting the **Director** in planning, coordination and implementation of the strategic plans, institutional plans and project plans and generally to strengthen the planning process and culture at SINU.

Roles and responsibilities

Technical

- Coordinates and advises managers on the strategic planning process at SINU, and strengthens the planning culture, especially at the management level;
- Facilitates the development of SINU strategic and action plans, including schools and Divisional plans;
- Oversees, monitors and reports on the implementation of strategic and action plans by management.
- Assists in the identification of appropriate metrics
- Coordinates quarterly reports on business plan progress
- Plays an active part in coordinating and overseeing the implementation of plans relating to the institutional development of the University, both academic and management matters;
- Advises and assists managers in planning and annual budgeting processes;
- Assists managers through advice and co-ordination in planning projects and making submissions for technical assistance consultancies;
- Consults and liaises with Government ministries, donors and other stakeholders that involve in planning;
- Perform other duties as may be delegated from time to time by the Director

Leadership

- Coordinates the formation of direction and strategy for the University.
- Consolidates Divisional activity and articulates to University Executive.
- Provides timely and appropriate advice on all reporting matters to senior management and council.
- Leads the development of University and Divisional strategies and plans to enable the effective development and delivery of programs and services

Business planning, reporting and financial management

- Reviews and consolidates reports on yearly business Plans.
- Guides and monitors the creation of divisional budgets. Ensures best practices and cost savings are achieved.
- Prepares submissions for additional funding in consultation with schools/divisions
- Coordinates business reporting metrics for Divisional activity and ensures the continued development of regular reports.
- Actively participates in all management committees and senior management meetings

Quality Assurance and customer satisfaction

- Ensures the implementation of internal controls which maintain SINU's reputation and quality of service to the student community
- Fosters external relations with stakeholders in the community, industry and other relevant bodies
- Develops strategies to monitor and improve policies, procedures and customer service standards in all aspects of divisional business planning.

People management and teamwork

- Leads and develops the management team to provide a professional working environment that will ensure that staff meet and exceed University expectations.
- Ensures appropriate communication and networks with all University stakeholders, including the senior management team, unions, ministerial representatives and service providers.

Problem solving and impact

- Creates and implements business planning policies, processes and procedures across the University per relevant regulations and legislation.
- Assists identify opportunities for the strategic development of the University through the development of new business and service delivery opportunities

Resource management

- Coordinates and consults proactively in both yearly and long-term strategic planning
- Participates in the management of quality, audit and other external assessments.

Working Environment

- Ensures continuous professional development for self and management team concerning Business Planning
- Engages in continuous professional development and ensures the development of the management team
- Understands and applies the principles of equality of opportunity in an academic context.

Decision making Authority

- Resolves staff and stakeholders' complaints
- Provides advice to Management and stakeholders on matters affecting the business planning process
- Negotiates priorities for senior management and Divisional team

Key Performance Indicators

- A strategic planning workshop is conducted for the management team once a year and support is provided to all divisions as the year progresses (Management satisfaction with support to be measured)
- All schools and divisions possess a yearly business plan
- Metrics are in place for each school/division
- Regular reports are drafted and circulated for the management team on progress towards yearly goals. (At least quarterly)

General Responsibilities

- To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your health and safety and that of your colleagues
- To undertake other such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment

Minimum Qualification Requirement:

Possess a Postgraduate or Master's degree or equivalent in areas of public administration and management, and/or educational policy and planning.

Essential to the position:

- 5 to 8 years experience in the related field.
- Possess high-level skills and extensive experience in managing financial, human and physical resources

- Possess excellent oral and written communication skills, interpersonal skills, facilitation and negotiation skills, and creative problem-solving skills.
- Possess high-level research, conceptual and analytical skills, including experience in undertaking data analysis and the ability to conduct environmental, economic and evaluation studies;
- Possess skills and ability to work willingly as part of a collaborative and consultative senior management team.
- Possess the ability to facilitate strategic planning sessions and develop meaningful measures for business objectives

Desirable:

- Willingness to work after hours, if requires
- Experience in collaboration with college and industry colleagues
- Have experience in supervision of staff

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.