

## JOB DESCRIPTION

<b>Title</b>	Senior Planning Officer- International Relations
<b>Institute/Department</b>	Institution Planning Division
<b>Reports to</b>	Director and Principal Planning officer
<b>Location/Campus</b>	Kukum Campus

### Summary of Duties

To take a leading role in assisting the **Director and Principal Planning Officer** in International relations matters, planning, coordination and monitoring of MOU/MOA implementation in alignment with the strategic plans, institutional plans and project plans; Monitoring & Evaluation of donor-funded capital projects, research projects, consultancy, training, and generally to strengthen the relation of donor/development partners and regional and international institutions with SINU

### Roles and responsibilities

- Assist in monitoring and evaluating the Implementation of all Memorandum of Understandings (MOU)/Memorandum of Agreements (MOA) signed with Donors/Development Partners and other Regional and International Institutions.
- Assist in developing reports on the progress and benefits of all the MOUs/MOAs in alignment with the SINU Strategic Plan 2021-2025.
- Assist in Monitoring & Evaluation of donor or development partner's funded capital projects, research projects, consultancies and training and reports and recommendations for decision making.
- Assist in collaborating and coordinating relationships and partnerships with Donors, Development partners, regional and international institutions with SINU.
- Assist in Consultations and liaising with Government ministries, donors and other stakeholders that involve in SINU planning and development;
- Ensures appropriate communication and networks with all University stakeholders, including the SINU team, Donors/Development Partners, ministerial representatives and Regional and International Institutions.
- Assists identify opportunities for the strategic development of the University through donor-funded development project opportunities.
- Provides timely and appropriate advice on all reporting matters to the Director.
- Actively participates in IPD meetings

## 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 **International relations**, public policy, and/or educational policy and planning. High quality Bachelor Degree with at least 5 years post-degree relevant experience will also be considered.

## **Experience**

Essential to the position:

- 5-8 years experience in a related field.
- Possess high-level skills and extensive experience in coordinating and managing international and public relations.
- 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 team.
- Possess the ability to coordinate high-level dignitary visits and sessions and develop meaningful discussions.

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.