

JOB DESCRIPTION

Title	Senior Planning officer - Quality Assurance
Institute/Department	Institution Planning Division
Reports to	The Director
Location/Campus	Kukum Campus

Summary of Duties

To take a leading role in assisting the **Director and Principal Planning Officer** in Quality Assurance matters, 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

1. Assist in ensuring the implementation of internal controls which maintain SINUs reputation and quality of service to the student community.
2. Assist in Monitoring and evaluation of work plan implementation in alignment with the Strategic Plan goals, objectives and indicators.
3. Assist in the development of the SINU Strategic Plan M&E Framework and coordinate consultation with Faculties, Schools and Departments on indicator formulation.
4. Assist in fostering external relations with stakeholders in the community, industry and other relevant bodies on Academic matters.
5. Assist in developing strategies to monitor and improve policies, procedures and customer service standards in all aspects of university business planning.
6. Collaborate with SAS and QQF on academic policy on programs against academic requirements.
7. Assist in facilitating the development of SINU strategic and action plans, including schools and Divisional plans;
8. Assist in Overseeing, monitoring and reporting on the implementation of strategic and action plans by management.
9. Assist in coordinating and overseeing the implementation of plans relating to the institutional development of the University, both academic and management matters;

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 relevant Postgraduate or Master's degree in areas of public administration and management, 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 to 8 years of experience in a 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

Any other relevant information.

Most frequent contacts:

- Director
- Head of Department/Head of School
- Management team
- Industry

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.