



JOB DESCRIPTION FOR SENIOR PLANNING OFFICER-INTERNATIONAL RELATIONS

Title:	Senior Planning Officer-International Relations
School/Division:	Institutional Planning Division
Band:	Band 3
Category:	Support and Administration /Relations
Reports to:	Director Institutional Planning Division and Principal Planning Officer
Location/Campus:	SINU, Kukum Campus
Direct Reports:	None

1. SUMMARY OF DUTIES

Take a leading role in supporting the Director Institutional Planning Division and Principal Planning Officer with international relations, including the planning, coordination, and monitoring of MOU/MOA implementation in alignment with strategic, institutional, and project plans. Oversee the monitoring and evaluation of donor-funded capital projects, research initiatives, consultancies, and training programs. Additionally, strengthen relationships with donor and development partners, as well as regional and international institutions.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Key Tasks

- Assist in monitoring and evaluation of the implementation of all Memorandum of Understandings (MOU) and Memorandums of Agreements (MOA) signed with donors, development partners, and other regional and international institutions.
- Assist in developing reports on progress and benefits of all MOUs/MOAs in alignment with the SINU Strategic Plan 2021-2025.
- Assist in monitoring and evaluation of donor or development partner-funded capital projects, research projects, consultancies, and training, and provide 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 involved in SINU planning and development.
- Ensure appropriate communication and networking with all university stakeholders, including the SINU team, donors/development Partners, ministerial representatives, and regional and international institutions.



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- Assist in identifying opportunities for the strategic development of the university through donor-funded development project opportunities.
- Provide timely and appropriate advice on all reporting matters to the Director Institutional Planning Division (IPD).
- Actively participate in IPD meetings.

3. GENERAL RESPONSIBILITIES

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

4. QUALIFICATIONS REQUIRED

4.1. Educational Background

- Possess a degree or equivalent qualification in **International Relations**, Public Policy, and/or Educational Policy and Planning.

4.2. Professional Experience

- 5 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

5. MOST FREQUENT CONTACTS

- Director and Management team
- Dean of Faculty/Head of Department/Head of School
- High Commission Offices/Donors & Development Partners
- Ministry of Foreign Affairs Counterparts/Contacts



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- Regional & International Institutions