



Career Opportunity

Title	HR 72/2025 — CHIEF PLANNING OFFICER
Faculty/Department	Institutional Planning and Development
Reports to	Director of Institutional Planning and Development
Location/Campus	Kukum Campus

Summary of Duties

The Chief Planning Officer (CPO) will support the Director of Institutional Planning and Development by providing strategic and operational leadership in the development and execution of the University's institutional and strategic plans. The CPO will be integral in coordinating planning activities, overseeing performance analysis, and fostering strong relationships with internal and external stakeholders. The role will involve significant collaboration with various departments to ensure alignment with the University's strategic goals and effective implementation of planning initiatives.

Key Responsibilities

- Support the Director in developing and implementing the University's strategic and operational plans.
- Coordinate institutional planning, policy development, and performance reporting.
- Conduct institutional studies, surveys, and research to inform decision-making.
- Assist with budget management, business planning, and funding submissions.
- Contribute to the formulation and implementation of departmental policies and quality management systems.
- Engage with senior management, government, industry, and community stakeholders to strengthen partnerships.
- Provide leadership and guidance within the planning team, ensuring high performance and professional growth.
- Prepare and deliver detailed reports to the Director on departmental performance and planning outcomes.

Qualifications and Experience

Minimum Qualification:

Master's Degree in a relevant field.

Experience:

- At least **5 years of experience** in institutional planning and development or a related field; OR
A relevant Postgraduate Diploma with **8 years of post-PGD experience** in a related industry.

Capabilities:

- Demonstrated experience in strategic planning, policy development, and team leadership.
- Strong analytical, organizational, and communication skills.
- Ability to think strategically and creatively.
- Proven ability to work collaboratively with diverse stakeholders.

Key Selection Criteria

1. **Qualifications & Professional Experience:** Evidence of tertiary qualifications and relevant professional experience in planning, policy, or strategic management.
2. **Senior Leadership & Management:** Proven experience leading multidisciplinary teams, managing budgets, and driving organizational change.
3. **Strategic Planning & Policy Development:** Demonstrated success in developing and implementing strategic or departmental plans with measurable outcomes.
4. **Statutory & Regulatory Planning Expertise:** Sound knowledge of planning guidelines, legislation, and compliance processes.
5. **Financial & Commercial Insight:** Proven ability to manage budgets, evaluate business cases, and optimize value for money.
6. **Communication, Negotiation & Influencing:** Excellent written and verbal communication skills, with the ability to engage diverse audiences and influence decision-making.

Remuneration and Benefits

- Annual Salary: \$125,675.34 - \$136,575.95
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing : 15% housing allowance of basic salary or rental entitlements under the University Policy.
- Other Terms and Conditions of Service relevant to this position: As per Contract and SINU Policy.

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/>

OR Contact Safina Roger - Safina.Roger@sinu.edu.sb

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: 28 November 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger - Safina.Roger@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**