



# Career Opportunity

<b>Title</b>	<b>HR 12/2026 — Chief Planning Officer</b>
<b>Faculty/Department</b>	<b>Institutional Planning &amp; Development (IPD)</b>
<b>Reports to</b>	<b>Director of Institutional Planning &amp; Development</b>
<b>Location/Campus</b>	<b>SINU Kukum Campus, Honiara</b>

## Summary of Duties

The Chief Planning Officer is responsible for supporting strategic and operational planning, performance monitoring, and institutional research functions across Solomon Islands National University. The role is critical in ensuring the University's planning and reporting processes are evidence-based, aligned with national priorities, and support effective institutional decision-making and accountability.

## Key Duties and Responsibilities

The successful candidate will be responsible for:

- Supporting the development, coordination, and implementation of the University's Strategic and Annual Plans.
- Assisting faculties, TAFE, colleges, and departments to develop aligned operational and performance plans.
- Developing and maintaining institutional performance indicators and monitoring frameworks.
- Coordinating data collection, validation, and institutional performance reporting.
- Conducting institutional research, statistical analysis, and forecasting to support planning and policy development.
- Managing and maintaining institutional databases, dashboards, and statistical reports.
- Supporting the preparation of planning reports, briefings, and submissions for senior management and external stakeholders.
- Facilitating training and awareness on planning, monitoring, and reporting frameworks across the University.
- Maintaining accurate planning documentation, records, and archives in line with reporting requirements.
- Supporting compliance with national reporting and quality assurance requirements.

## Qualifications and Experience

### Essential:

- Master's Degree in Economics, Statistics, Public Policy, Education Planning, Development Studies, or related field.

At least five (5) years' experience in institutional or strategic planning, preferably in higher education or public sector organisations.

### Desirable:

- Bachelor's Degree in a relevant discipline with significant planning and data analysis experience.
- Training or certification in monitoring and evaluation, data analytics, or project management.

## Skills and Capabilities

- Strong analytical and quantitative skills with attention to detail.
- Excellent written and verbal communication skills.
- Strong report writing, data analysis, and data visualisation capability.
- Proficiency in Microsoft Office and statistical software (e.g., Excel, SPSS, Power BI).
- Strong organisational and time management skills.
- Ability to work collaboratively within multidisciplinary teams.
- High level of integrity, confidentiality, and professionalism.

## Key Selection Criteria

**KSC 1:** Postgraduate qualification in planning, economics, statistics, policy, or related discipline.

**KSC 2:** Demonstrated experience in institutional or strategic planning and performance monitoring.

**KSC 3:** Proven ability to collect, analyse, and interpret quantitative and qualitative data.

**KSC 4:** Strong report writing and presentation skills, with high attention to accuracy and detail.

**KSC 5:** Excellent interpersonal skills and ability to work effectively with diverse stakeholders.

**KSC 6:** Demonstrated commitment to institutional improvement, accountability, and evidence-based management.

## 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](mailto:Safina.Roger@sinu.edu.sb)

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

**Closing Date: 20 March 2026 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](mailto: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**