



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLAND NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: INSTITUTIONAL PLANNING AND DEVELOPMENT

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX

UNIVERSITY VACANCY REF: HR 12/2026

POSITION TITLE: CHIEF PLANNING OFFICER

POSITION LEVEL: BAND 4 (GSS)

SALARY RANGE: \$ 125,675.34 - \$136,575.95

THIS POSITION REPORTS TO: DIRECTOR OF INSTITUTIONAL PLANNING AND DEVELOPMENT

THIS POSITION SUPERVISES: NONE

EMPLOYMENT TYPE:

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

SECTION B-LIAISONS

INTERNAL: Vice Chancellor and Senior Executive Management, Pro Vice Chancellors (Academic and Corporate), Deans of Faculties, Directors, and Heads of Departments, University Planning Committee and related governance committees, Finance, Human Resources, ICT, and Standard and Quality Office.

EXTERNAL: Solomon Islands Government ministries (MEHRD, MDPAC), National Statistics Office, Donor and development partners, National and regional higher education institutions, Industry and community stakeholders

SECTION C - SCOPE OF DUTIES

The **Chief Institutional Planning Officer** plays a key role in supporting the Director of Institutional Planning and Development in coordinating the University's strategic and operational planning, performance monitoring, and institutional research functions.

The position provides technical expertise in data analysis, performance measurement, and policy development to ensure that SINU's planning processes are evidence-based, results-oriented, and aligned with national and university strategic priorities. The role contributes to building institutional capacity in planning, monitoring, and evaluation to enhance the University's overall effectiveness and accountability.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Strategic Planning

- Support the preparation, coordination, and implementation of the University's Strategic and Annual Plans.
- Assist faculties, SINU TAFE, SINU colleges and departments in preparing aligned operational plans.
- Contribute to the formulation and review of institutional policies and frameworks related to planning and performance.

2. Performance Monitoring and Evaluation

- Develop and maintain institutional performance indicators and monitoring frameworks.
- Coordinate data collection, validation, and reporting of institutional performance across faculties and departments.
- Support the preparation of performance reports and analysis for Executive Management, Council, and external stakeholders.

3. Institutional Research and Data Analysis

- Conduct institutional research and statistical analysis to inform policy, planning, and decision-making.
- Manage and update institutional databases to ensure accuracy, consistency, and accessibility.
- Prepare periodic data summaries, dashboards, and institutional statistical digests.

4. Policy and Advisory Support

- Provide analytical and technical input into strategic and policy development processes.
- Support the Director in preparing reports, briefings, and planning submissions.
- Undertake forecasting and scenario analyses for enrolment, staffing, and resource planning.

5. Capacity Building and Collaboration

- Facilitate training and workshops on planning, monitoring, and reporting frameworks for internal stakeholders.
- Promote awareness and consistent application of planning tools and reporting standards across the University.

6. Reporting and Documentation

- Prepare planning and performance documentation in accordance with university reporting requirements.
- Maintain accurate records and archives of planning and performance-related information.

SECTION E - KEY DELIVERABLES

1. Annual and strategic planning documents completed and aligned with institutional priorities.
2. Comprehensive and timely performance monitoring and evaluation reports.
3. Updated and accurate institutional data systems and statistical reports.
4. Evidence-based analytical reports to support decision-making.
5. Improved internal capacity for planning and performance reporting.
6. Enhanced coordination and compliance with national reporting requirements.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Essential Qualifications:

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

Desirable Qualifications:

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

Experience:

- At least five (5) years of relevant experience in institutional or strategic planning, preferably in higher education or the public sector.
- Proven experience in data management, policy analysis, and performance reporting.

- Demonstrated ability to analyse and interpret complex data sets for planning and decision support.

Capabilities and Competencies:

- Strong analytical and quantitative skills with attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office and statistical software (e.g., Excel, SPSS, Power BI).
- Ability to prepare high-quality reports and visual data presentations.
- Strong organisational and time management skills.
- Proven ability to work collaboratively within a multidisciplinary team.
- High standards of integrity, confidentiality, and professionalism.

SECTION G- KEY SELECTION CRITERIA

KSC 1: Postgraduate qualification in planning, economics, statistics, policy, or a 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 attention to accuracy and clarity.

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

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

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$4,833.67-\$5,252.92
Annual Salary Range:	\$ 125,675.34 - \$136,575.95
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid biannually)
Housing :	A 15% housing allowance of basic salary or access to a university rental scheme in line with the university housing policy.
Other Terms and Conditions of Service relevant to this position:	As per Contract and HR Policy

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:

Director of Human Resources:



Date Approved:

Additional Comments: