



Job Description

Position Title	Principal Planning Officer –Monitoring & Evaluation
Department	Institutional Planning Development Department (IPDD)
Reports to	Director, Institutional Planning and Development Department (IPDD)
Position Level	Band 3 (GSS)
Purpose of the Role	The Principal Planning Officer–Monitoring & Evaluation will provide specialist technical support for institutional monitoring and evaluation. The position will develop and maintain M&E frameworks and KPIs, collect and analyse performance information, monitor implementation against institutional plans, priorities and agreed targets, undertake evaluations, and prepare performance reports and analysis to support accountability, evidence-based decision-making and continuous improvement.
Detailed Roles & Responsibilities	
Service Delivery	• Develop, maintain and implement institutional monitoring and evaluation frameworks, systems and tools aligned with SINU’s Strategic Plan and other institutional plans. • Develop, maintain and monitor institutional Key Performance Indicators (KPIs) and other performance measures in consultation with relevant University units. • Collect, validate, analyse and interpret institutional performance data from across the University to assess progress against institutional priorities and targets. • Monitor implementation and progress against the University’s Strategic Plan, cascaded Corporate and Academic Plans, Annual Plan and Physical Master Plan, including agreed targets, milestones and timelines.

	• Undertake evaluations and reviews of institutional plans, programmes, initiatives and activities to assess effectiveness, outcomes and opportunities for improvement. • Prepare institutional performance reports, dashboards, analytical briefs and M&E inputs to the Annual Report for the Director, Senior Executive Management, University committees and other authorised stakeholders. • Provide specialist technical advice and support across the University on monitoring, evaluation, KPI development, data collection, reporting and use of performance information. • Maintain M&E documentation, systems and records and contribute to continuous improvement of institutional performance monitoring processes.
Quality	• Ensure M&E data and reports are accurate, reliable and timely. • Apply appropriate quality assurance processes to data collection, analysis and reporting. • Ensure M&E activities are aligned with approved University plans, policies and procedures. • Maintain accurate M&E records, systems and documentation. • Support continuous improvement in institutional monitoring and reporting.
Teamwork	• Work collaboratively with faculties, departments and units across the University. • Provide technical support and guidance on M&E, KPIs, data collection and reporting. • Maintain effective working relationships with internal stakeholders. • Participate in relevant committees, working groups and planning activities. • Share M&E knowledge, tools and good practices with relevant staff. • Promote teamwork, accountability and continuous improvement.
Qualification/ Experience	A Master’s Degree in Monitoring and Evaluation, Statistics, Economics, Development Studies, Public Policy, Public Administration, Data Analytics or a related field; OR A Bachelor’s Degree in a relevant field with at least five (5) years of relevant professional experience in monitoring and evaluation, performance monitoring, institutional research, data analysis, planning or related areas.

	Desirable: Professional training or certification in monitoring and evaluation, performance management, statistics, data analysis, research, or related areas will be an advantage. Experience in a higher education, government or public-sector environment is desirable. Skills and Abilities: • Strong analytical and data interpretation skills. • Ability to develop and apply M&E frameworks and KPIs. • Strong quantitative and qualitative analysis skills. • Ability to identify trends, performance gaps and risks. • Strong report-writing, performance reporting and presentation skills. • Attention to accuracy and data quality. • Ability to communicate technical information clearly. • Ability to work effectively across University units. Knowledge: • Monitoring and evaluation principles and methodologies. • Performance management and KPI development. • Quantitative and qualitative data analysis. • Institutional research, data collection and validation. • Performance monitoring and reporting. • Quality assurance and continuous improvement. • Higher education performance monitoring and reporting.
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Key Deliverables	• Functional institutional M&E frameworks, systems, tools and processes implemented and maintained. • Institutional KPIs and performance measures maintained, with reliable performance information available for monitoring and reporting. • Accurate and reliable performance data and analysis identifying progress, gaps, trends, risks and areas requiring attention. • Regular monitoring information and reports showing implementation progress, delays, underperformance, emerging risks and areas requiring management attention. • Evaluation reports and recommendations supporting institutional improvement and decision-making. • Timely, accurate and useful performance reports, dashboards, analytical briefs and M&E inputs to institutional reporting. • Improved capacity and consistency in institutional monitoring, evaluation and performance reporting across the University. • Accurate M&E records and improved M&E systems, processes and tools.
Key Selection Criteria (KSC)	KSC 1. Monitoring Evaluation Expertise Demonstrated knowledge and experience in monitoring, evaluation, performance management and KPI development. KSC 2. Analytical Skills Strong quantitative and qualitative data analysis and interpretation skills. KSC 3. Reporting Skills Ability to prepare clear, accurate and evidence-based reports, dashboards and analytical briefs. KSC 4. Communication Ability to communicate technical information clearly and work effectively with diverse stakeholders.

	KSC 5. Planning Knowledge Understanding of institutional planning, performance monitoring and continuous improvement, preferably within higher education or the public sector. KSC 6. Professionalism Demonstrated ability to work independently, meet deadlines and maintain high standards of accuracy and confidentiality.
Compliance	• Ensure M&E activities comply with SINU policies, procedures and approved plans. • Maintain confidentiality and security of institutional information and data. • Ensure reports and performance information are properly verified and documented. • Comply with approved reporting timelines and requirements. • Maintain proper records for accountability and audit purposes. • Comply with SINU's Code of Conduct, policies and procedures.
Terms and Condition	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies. Annual Salary Range: SBD 98,423.80 - 122,950.18 Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.
	SECTION H - APPROVAL (Business use only) <i>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:</i>

	Director Human Resource (Ag):  Aruana Runimetu Date Approved: <u>31 August 2026</u> Additional Comments:
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