

Career Opportunity

Title	HR 41/2026 — Chief Planning Officer
Faculty/Department	Institutional Planning Development Department (IPDD)
Reports to	Director, Institutional Planning and Development Department (IPDD)
Location/Campus	Kukum Campus

Summary of Duties

The Chief Planning Officer is the second-most senior professional position within the Institutional Planning and Development Department. The position provides senior technical and coordination support to the Director and is responsible for coordinating the University's institutional planning cycle and IPDD work programme. The successful applicant will coordinate the development, implementation, monitoring and reporting of institutional plans, undertake cross-cutting institutional analysis, and provide technical advice and decision-support information to senior management. The position will also support alignment between institutional priorities, planning, implementation, monitoring and reporting, including institutional monitoring of the Physical Master Plan.

Key Responsibilities

The successful applicant will be responsible for:

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- Coordinating the University's institutional planning cycle and IPDD work programme.
- Coordinating timelines for the development, review, implementation and monitoring of the University's Strategic Plan, Corporate and Academic Plans, Annual Plan, Annual Report and Physical Master Plan.
- Providing senior technical advice and institutional analysis to the Director and Senior Executive Management.
- Coordinating and integrating planning inputs across faculties, schools, colleges, SINU TAFE, departments and corporate units.
- Coordinating the preparation, consolidation and quality assurance of institutional plans and reports.
- Monitoring implementation of institutional plans and identifying progress issues, delays, risks and areas requiring management attention.
- Providing technical support to University units in applying planning frameworks, reporting requirements and evidence-based approaches.
- Undertaking institutional research, environmental scanning, trend analysis and cross-cutting analysis.
- Supporting continuous improvement of institutional planning frameworks, processes, guidelines, tools and reporting systems.
- Building effective working relationships with senior management and University stakeholders.
- Promoting collaboration and coordination to achieve institutional planning and performance outcomes.

Qualifications & Experience

Applicants should possess:

- A **Master's Degree** in Strategic Planning, Public Policy, Public Administration, Development Studies, Economics, Management or a related discipline, with at least **three (3) years of relevant professional experience**; OR
- A **Bachelor's Degree** in Strategic Planning, Public Policy, Public Administration, Development Studies, Economics, Management, Education Planning, Statistics, Business Analytics, Data Science, Institutional Planning or a related discipline, with at least **seven (7) years of relevant professional experience**.
- Professional certification, postgraduate training or demonstrated capability in strategic planning, monitoring and evaluation, institutional research, policy analysis, data analytics or project management will be an advantage.

Key Selection Criteria (KSC)

Applicants should demonstrate:

- **KSC1: Strategic and Institutional Planning**
Demonstrated experience in strategic, institutional or corporate planning within a complex organisation.
- **KSC 2: Research, Analysis and Decision Support**
Demonstrated ability to undertake research, data analysis, environmental scanning and evidence-based analysis to support institutional planning and decision-making.
- **KSC 3: Planning Coordination and Reporting**
Demonstrated ability to coordinate the development, implementation, monitoring and reporting of strategic and operational plans.
- **KSC 4: Technical Advice and Communication**
Demonstrated ability to provide sound technical advice, recommendations and decision-support information to senior management and stakeholders.
- **KSC 5: Stakeholder Engagement and Teamwork**
Demonstrated ability to work collaboratively with faculties, schools, colleges, departments and corporate units to achieve institutional planning objectives.
- **KSC 6: Governance, Risk and Continuous Improvement**
Demonstrated knowledge of planning frameworks, performance monitoring, risk management and continuous improvement, together with strong written and verbal communication skills.

Remuneration and Benefits

- Annual Salary: SBD 125,675.34 – SBD 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: 25th September 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 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