

JOB TITLE: PLANNING OFFICER

JOB ID: T0894

Old JOB Number: 0

REPORTS TO: PLANNER OFFICER

Date revised: 1991-12-31

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To assist in the planning activities of the department.

KEY OUTPUTS:

- Properly appraised projects.
- Draft capital and annual budget.
- Orderly arranged data.

RANGE OF ACTIVITIES:

- Assist in the collection, collation and interpretation of statistical data relating to the task of planning and programming in the field of education.
- Assist in the preparation of the annual, current and capital estimates of expenditure for the Ministry of Education.
- Assist in the economic appraisal of projects in the field of education.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Degree in Economics/Management or any other related discipline with statistics as subject.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Decision making concerning the day-to-day activities of the department is generally routine. Most major decisions must be approved by superiors. An error by the job holder can result in embarrassment to the ministry e.g., if the department is required to submit a particular information to the IDB, incorrect information can result in a delay for a loan to be obtained by the Government or any other aid to be given by that institution.

RESOURCE MANAGEMENT:

- No resources are controlled at this level.

COMMUNICATIONS: The job holder communicates regularly with superiors and colleagues on job related issues.

WORKING CONDITIONS: Normal office conditions.

PREPARED BY: JUNE GIBSON

CHECKED BY: LINDEN PRINCE, M.S.O.