

JOB TITLE: SENIOR PLANNING OFFICER

JOB ID: T1147

Old JOB Number: 0

REPORTS TO: DEPUTY CHIEF PLANNING OFFICER

Date revised: 1991-12-31

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To assist in the planning activities of the department in relation to the ministry's goals.

KEY OUTPUTS:

- Properly appraised projects.
- Draft capital and annual budgets for the ministry.
- Orderly arranged data.

RANGE OF ACTIVITIES:

- Assist in the preparation/appraisal of projects.
- Assist in monitoring and evaluation of projects:
Data collection; Field visits to institutions/agencies; Evaluation of studies; Preparation of reports.
- Assist in the preparation (ground work) of capital estimates.
- Provide technical support in the preparation of estimates/budgets to other departments.
- Collect/analyse statistical data from Technical Vocational Institutions and from the school system.
- Respond to statistical questionnaires from international institutions such as UNESCO, World bank, IDB, etc.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A degree in economics/management or any other social science degree with a related discipline to planning and statistics as a subject, plus three years' experience as a planner.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job holder spends his/her time directing subordinates and ensuring that plans are developed and implemented in keeping with the policies of the ministry eg., he decides on the format to be used in data collection and verify accuracy in the Capital estimates submission; incorrect information supplied by the job holder can cause embarrassment to the department/ministry.

RESOURCE MANAGEMENT:

- Reporting to the job holder is the economist within the department.

COMMUNICATIONS: The job holder communicates regularly with officers within the ministry. Issues communicated are sometimes of a higher complex nature, eg., issues on policies, plans, budgets etc.

WORKING CONDITIONS: Normal office conditions.

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