

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Chief Planning Officer**
- 1.2 Position Level: 4/3**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

2. MAIN PURPOSE OF THE POSITION:

The Chief Planning Officer shall be responsible to support the Director of Planning and Resources in spearheading planning, policy formulation, and implementation of developmental activities of the University.

3. *Representative Work Activities*

- Coordinate with Colleges/OVC in the University and liaise with other agencies for all planning and policy related works;
- Lead the development of various activities that leads to the mobilisation of resources in the form of projects and programmes;
- Lead the initiatives related to enhancement of efficiency and effectiveness of the University by coordinating organisational development exercises in coordination with Human Resource Division;
- Lead the formulation of policies and implementation in coordination with the Colleges on the development of entrepreneurship with various initiatives that leads to diversification of income sources;
- Lead the preparation of long-term strategic plans, i.e. the organisational visions and goals with concrete milestones;
- Lead the formulation of plans i.e Strategic Plan, Five Year Plans, and Annual Plans;
- Guide the coordination of the Mid-term Review Meetings and follow-ups to the policy recommendations;

- Lead and formulate university wide policies related to planning, resource management and development initiatives;
- Lead the research and evaluation studies on important development policies and programmes of the University;
- Formulate instructions/guidelines for coordination of development activities both at the University and College levels;
- Represent RUB in various consultative meetings and discussion forums related to Higher Education Plans and Policies.
- Report the implementation status of plans, programmes, projects, and development activities to the University, development partners and RGoB.
- Undertake field visits for verification of authenticity/correctness of monitoring and evaluation reports;
- Manage staff within the division; and
- Perform other related works as necessary.

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS (Use KSA and Position Profile Matrix in Position Directory as a guide):

4.1 Education (Use Position Profile Matrix): Masters Degree

4.2 Experience (Use Position Profile Matrix): 10 years of experience in professional position (as officer or equivalent)

4.3 Knowledge Skills and Abilities (Use KSA in Position Directory):

- Leadership quality to garner support of different functional units and colleges.
- Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities.
- High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.
- Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.
- Sound knowledge of higher education systems and management, and able to contextualise the technical knowledge that befits tertiary education system.