

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1. **Position Title:** Assistant Planning Officer
- 1.2. **Position Level:** Position Level 8
- 1.3. **Occupational Group:** Administrative & Technical
- 1.4. **College/OVC:** Office of the Vice Chancellor

2. MAIN PURPOSE OF THE POSITION:

The Planning Officer will assist the Director of Planning and Resources in the formulation of plans, programmes, projects and facilitate the implementation. The Planning Officer will also be responsible to support in the preparation and assessment of Annual Performance Agreement.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1. Coordinate activities for the development of plans, programmes and policies;
- 3.2. Implement development activities;
- 3.3. Assist in coordination and conduct of mid-term review meetings and carry out follow up actions on policy recommendations;
- 3.4. Support in the review and validation progress reports on the implementation of plans and programmes;
- 3.5. Compile budget proposals and prepare annual work plan for submission to APRC/ University Council/ Ministry of Finance/GHNC
- 3.6. Review and preparation of release statement
- 3.7. Support in carrying out budget discussion with Ministry of Finance
- 3.8. Carry out any other works as it may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1. Organize various activities for the development of plans, programmes and policies;
- 4.2. Carry out research/studies and draft policy proposals related to planning and resource management;
- 4.3. Liaise with Colleges and OVC Departments to prepare Annual Performance Agreement and signing between Hon'ble Vice Chancellor and College Presidents & OVC Directors;
- 4.4. Organize Independent Review Team (IRT) meeting for mid-year review of Annual Performance Agreement (APA) to assess performance and recommend changes to the approving body;
- 4.5. Organize annual assessment of APA with the IRT;
- 4.6. Submit the IRT review report to Executive Forum and implement directives including review of APA preparation and assessment guidelines;
- 4.7. Prepare RUB APA/APT with Government Performance Management Division;
- 4.8. Act as Annual Performance Agreement (APA)/Annual Performance Target (APT) focal person for APA/APT for RUB and support Government Performance Management Division/Gross National Happiness Commission for annual review (as and when required);
- 4.9. Assist the Department in conducting review exercise for the review/formulation of strategic plan/five year plan or any other master plan;
- 4.10. Act as APA focal person for the Department of Planning and Resources and monitor implementation on regular basis.
- 4.11. Carry out any other activities that may be assigned by the department from time to time.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA):

- 5.1. **Education:** Any Bachelors degree
- 5.2. **Experience:** Not applicable
- 5.3. **Knowledge Skills and Abilities:**
 - Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
 - Good communications skills both in terms of written and speaking

- Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.