

**ROYAL UNIVERSITY OF BHUTAN  
POSITION PROFILE****1. JOB IDENTIFICATION**

- 1.1 Position Title** : Assistant Planning/Planning/Sr. Planning/Dy. Chief Planning Officer  
**1.2 Position Level** : Level 8/7/6/5  
**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 need to look after annual work plan, preparation of budget proposal and monitor the utilization of financial resources.

**3. GENERAL ROLES AND RESPONSIBILITIES:**

- 2.1 Coordinate activities for the development of plans, programmes and policies;
- 2.2 Support in supervision of the implementation of development activities;
- 2.3 Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;
- 2.4 Review and validate progress reports on the implementation of plans and programmes;
- 2.5 Carry out the evaluation of University's plans and programmes;
- 2.6 Carry out field visits to monitor and evaluate programmes, projects and plans;
- 2.7 Collaborate with other colleagues at worksite and towards realizing the goals of the organization;
- 2.8 Facilitate to process supplementary, re-appropriation, transfer and withdrawal with Department of Planning Budget and Performance, MoF.
- 2.9 Compile and verify the budget proposals and prepare annual work plan for submission to APRC/ University Council/ Ministry of Finance
- 2.10 Execute budget discussion with Ministry of Finance Review and prepare release statement
- 2.11 Manage donor-funded projects/research projects
- 2.12 Carry out any other works as it may be assigned from time to time.

**4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

- 4.1 Education:** Minimum of Bachelor Degree (Finance)/BBA/BCom with Finance background/MBA in Finance for those with BA in general subjects.
- 4.2 Experience:** Preference will be given to candidates with experience in relevant field and Position Level will commensurate with number of years of experience.
- 4.3 Knowledge, Skills and Abilities:**
- 4.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
  - 4.3.2 Good communications skills both in terms of written and speaking
  - 4.3.3 Sound analytical skills with knowledge in planning, management and execution of projects and activities.
  - 4.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
  - 4.3.5 Ability to work in teams and ready to work beyond working hours.