

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Chief, Planning Division

1.2 Position Level: 4

1.3 Occupational Group: Administrative and Technical

1.4 College/OVC: OVC

2. MAIN PURPOSE OF THE POSITION:

The Chief Planning Officer shall be responsible for development of long-term strategic plan, monitoring and evaluation of the plan of the University.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Lead and supervise the activities of the planning division;
- 3.2 Oversee the activities for the development of plans, programmes and policies;
- 3.3 Oversee the implementation of development activities;
- 3.4 Coordinate and conduct mid-term review meetings and carry out follow up actions on policy recommendations;
- 3.5 Lead the review and validation of progress reports on the implementation of plans and programmes;
- 3.6 Ensure the evaluation of University's plans and programmes;
- 3.7 Prepare budget proposals and annual work plan for submission to APRC/University Council/ Ministry of Finance;
- 3.8 Lead budget discussion with Ministry of Finance;
- 3.9 Facilitate to process supplementary, re-appropriation, transfer and withdrawal with Ministry of Finance;
- 3.10 Manage donor funded projects;
- 3.11 Carry out any other works as it may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Lead the formulation of plans, including the strategic plans, five-year plans, and annual plans;
- 4.2 Lead the implementation of activities in coordination with the Colleges on diversification of income sources;
- 4.3 Lead the development of activities that leads to the mobilization of resources in the form of projects and programmes;
- 4.4 Initiate in formulating University-wide policies related to planning, resource management and development initiatives;
- 4.5 Represent RUB in various consultative meetings and discussion forums related to higher education plans and policies;
- 4.6 Take the lead role in planning, implementation, monitoring and evaluation of activities and generating reports;
- 4.7 Ensure the fulfilment of the Planning Division mandate to deliver outputs by effectively engaging staff, delegating responsibilities, and taking accountability of the activities implemented.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Bachelors

5.2 Experience: 10 years of experience in relevant field at professional position or equivalent

5.3 Knowledge Skills and Abilities:

- High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.
- 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.
- 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 contextualize the technical knowledge that befits tertiary education system.