**ANNEXURE I**

**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

1. **JOB IDENTIFICATION**
	1. **Position Title:** Planning Officer/Senior Planning Officer/Dy. Chief Planning

 Officer

* 1. **Position Level:** 7/6/5
	2. **Occupational Group:** Administrative & Technical
	3. **College/OVC:** Office of the Vice Chancellor
1. **MAIN PURPOSE OF THE POSITION:**

The Planning Officer will assist in developing and implementing institutional plans, monitoring progress, mobilizing resources, and ensuring alignment between RUB’s strategic goals and financial planning. The officer will play a key role in financial analysis, budgeting, and policy support to enhance evidence-based decision-making within RUB.

1. **GENERAL ROLES AND RESPONSIBILITIES:**
	1. ⁠**Planning and Policy Support**
		1. Assist in formulating institutional and departmental plans, policies, and strategies.
		2. Contribute to the preparation and review of RUB’s Five-Year Plans and Annual Performance Agreements.
		3. Support alignment of institutional priorities with national policies and development strategies.
	2. **Financial and Resource Planning**
		1. Assist in preparing budgets, financial forecasts, and cost-benefit analyses for proposed projects.
		2. Support resource allocation processes and ensure efficient utilization of resources.
		3. Provide financial data analysis to support planning and decision-making.
	3. ⁠**Monitoring and Evaluation**
		1. Track and report on the implementation of plans, budgets, and projects.
		2. Assist in preparing periodic monitoring and evaluation (M&E) reports.
		3. Develop indicators and tools for assessing institutional performance.
	4. **Data Management and Analysis**
		1. Collect, analyze, and maintain data relevant to institutional and financial planning.
		2. Provide evidence-based inputs for policy formulation and strategic decisions.
		3. Maintain databases related to financial and resource planning.
	5. ⁠**Coordination and Communication**
		1. Liaise with colleges, departments, and relevant stakeholders on planning and resource matters.
		2. Support coordination of resource mobilization initiatives and donor-funded projects.
		3. Prepare presentations, briefs, and reports for management and governing bodies.
	6. **Other Responsibilities**
		1. Perform any other tasks assigned by the Director in relation to planning, budgeting, and resource management.
2. **SPECIFIC ROLES AND RESPONSIBILITIES:**
	1. Coordinate activities for the development of plans, programmes and policies;
	2. Support in supervision of the implementation of development activities;
	3. Coordinate and conduct mid-term review meetings and carry out follow-up actions on policy recommendations;
	4. Review and validate progress reports on the implementation of plans and programmes;
	5. Carry out the evaluation of the University’s plans and programmes;
	6. Carry out field visits to monitor and evaluate programmes, projects and plans;
	7. Collaborate with other colleagues at the worksite and towards realizing the goals of the organization;
	8. Facilitate to process supplementary, re-appropriation, transfer and withdrawal with the Department of Planning, Budget and Performance, MoF;
	9. Compile and verify the budget proposals and prepare an annual work plan for submission to APRC/ University Council/ Ministry of Finance;
	10. Execute budget discussion with the Ministry of Finance Review and prepare a release statement;
	11. Manage donor-funded projects/research projects;
	12. Carry out any other works as it may be assigned from time to time.
3. **KNOWLEDGE, SKILLS & ABILITIES (KSA):**
	1. **Education:** Bachelor's degree (Preference will be given to candidates with

 master's degree in planning or with a financial background)

* 1. **Experience:** Preference will be given to candidates with a minimum of four years of experience in planning under RGoB or relevant agencies.
	2. **Knowledge, Skills, and Abilities:**
		1. Conversant in the area of responsibilities, both in terms of technical know-how and changing environment;
		2. Good communication skills, both in terms of written and speaking;
		3. Sound analytical skills with knowledge in planning, management, and execution of projects and activities;
		4. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making;
		5. Ability to work in teams and ready to work beyond working hours.