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

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. Organize various activities for the development of plans, programmes, and policies;
   2. Carry out research/studies and draft policy proposals related to planning and resource management;
   3. Liaise with Colleges and OVC Departments to prepare Annual Performance Agreement (APA) and signing between Hon’ble Vice Chancellor and College Presidents & OVC Directors;
   4. Organize Independent Review Team (IRT) meeting for mid-year review of APA to assess performance and recommend changes to the approving body;
   5. Organize annual assessment of APA with the IRT;
   6. Submit the IRT review report to the Vice Chancellor and implement directives, including review of APA preparation and assessment guidelines;
   7. Act as APA focal person for RUB and liaise with the relevant government agencies as and when required;
   8. Assist the Department in conducting review exercises for the review/formulation of the strategic plan/five-year plan or any other master plan;
   9. Act as APA focal person for the Department of Planning and Resources and monitor implementation on a regular basis;
   10. Carry out any other activities that may be assigned by the department 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.