

POLICY AND PLANNING OFFICER

JOB SUMMARY

The Policy and Planning Officer assists the Head, Policy and Planning in developing, implementing and monitoring the Strategic and Business Plans and developing and reviewing organizational and departmental policies. Functions also include collecting, analyzing and compiling data on social, economic and political issues.

KEY RESPONSIBILITIES AND DUTIES

- Assist in developing, implementing and monitoring the Strategic and Business Plans of the Ministry in collaboration with other key personnel.
- Assist in developing and reviewing policies which affect the Ministry.
- Collect, analyse and compile data on social, economic and political issues.
- Prepare working papers, reports and briefs designed to aid in the process of planning, policy formulation and problem solving.
- Report to Head, Policy and Planning on developments and changes in legislation, regulations, international standards and other relevant research.
- Perform related work as may be required.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor of Science degree in a Social Science, preferably with Policy Development, Research, Evaluation, Project Management or Public Sector Management.
- A minimum of two (2) years work experience in policy development, planning, research and evaluation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of research methods and evaluation techniques and mechanisms.
- Excellent communication skills (written and oral).
- Working knowledge of public policy planning.
- Good project management skills.
- Good teambuilding skills.
- Working knowledge of regulations and procedures governing the Public Service.
- Working knowledge of computer applications.