

## **MINISTRY OF FOREIGN AFFAIRS**

### **JOB DESCRIPTION**

#### **HEAD, POLICY AND PLANNING**

##### **Job Summary**

The Head, Policy and Planning, organizes and directs the work of the Policy and Planning Division in the Ministry. The incumbent will be responsible for the provision of technical services and advice on policies, systems and procedures relating to the planning, research and evaluation of projects and activities undertaken by the Ministry of Foreign Affairs and its Overseas Missions. The Head of the Policy and Planning Division will also assist in undertaking strategic planning activities and the preparation of corporate and business plans for the Ministry.

##### **Responsibilities**

- Plans, coordinates and directs the work programmes and activities of the Policy and Planning Division.
- Develops a framework to monitor and evaluate the programmes of the Ministry.
- Advises and provides direction for strategic planning and management for the Ministry.
- Develops a framework to facilitate and guide service delivery objectives.
- Assists in the formulation of the Development Programme
- Prepares terms of reference, project proposals and implementation plans and schedules.
- Assists in the Development of Performance Measures for the Ministry
- Establishes criteria and benchmarks for assessing and evaluating activities relating to the implementation of projects.
- Ensures the establishment and maintenance of an information network database system on various categories of data /information and statistics to aid in decision making.
- Develops networks with key Agencies and other stakeholders to ensure an integrated approach to the achievement of the Ministry's mandate.

### **Education Requirements and Experience**

- A Master of Science Degree in the Social Sciences, preferably with Policy Development, Research, Evaluation, Project Management or Public Sector Management.
- A minimum of five (5) to seven (7) years work experience in policy development, planning, research and evaluation.

### **Required Knowledge, Skills and Abilities**

- Good knowledge of research methods and evaluation techniques and mechanisms
- Well developed knowledge of public policy planning
- Good project management skills
- Excellent leadership and teambuilding skills
- Working knowledge of regulations and procedures governing the public service