



## **The University of Sierra Leone**

### **Job vacancy**

**Vacancy No:** - SP&QA/USL /002

**Job title:** - Strategic Planning Officers X 3 (COMAHS, FBC and IPAM)

**Level/Grade:** Senior Supporting Staff

**Division:** - Strategic Planning and Quality Assurance Directorate

**Responsible to:** - Strategic Planning and Quality Assurance Manager

**Responsibility for:** - Strategic Planning and Quality Assurance Director

**Note:** - This is a secondment and open only to USL Employees

Do you enjoy working with and analysing complex data to support strategic planning activities? Do you have an excellent eye for detail and a methodical approach to problem solving? Are you a skilled communicator with the ability to build relationships with a wide range of stakeholders? The Directorate of Strategic Planning and Quality Assurance has an exciting opportunity for three full-time Strategic Planning Officers to join our team (to be specifically assigned to COMAHS, FBC or IPAM).

The goal of the Strategic Planning Directorate is to understand and appreciate the academic mission of the University of Sierra Leone and to apply this within the context of Planning and QA. In this role, you will play a pivotal part in delivering this goal by providing detailed data analyses and information across a breadth of topics that are central to higher education and the University Strategic Plan. As an integral part of the Directorate, you will distil the key insights and communicate these effectively at all levels of the academic unit you are assigned to. These vacancies offer an opportunity for existing employees to acquire new skills.

### Key tasks/responsibilities:

- Managing the production of numerical and analytical reports, for example benchmarking institutional data, and statistical analysis of internal datasets, analysis of survey results.
- Undertaking market appraisals for new programme/course development and horizon scanning to develop market insights.
- Analyse information and collate to produce reports and plans.

- Ability to produce clear, concise and well-articulated written responses.
- Developing and analysing student and applicant surveys using appropriate tools.
- Managing the production and development of the Annual Review dashboard for academic departments and contributing to the development of other dashboard reports.
- Producing high quality management information in response to ad-hoc requests from across the institution.
- Working with colleagues across the institution to coordinate data gathering in support of the production of Performance Indicators.
- Networking with the wider sector planning community, partners and other stakeholders to promote quality of services.
- Providing insights and information about student load, admission and retention patterns and trends, both within the institution and the sector
- Supporting the ongoing development, implementation, monitoring and review of the institution's strategic plan.
- Developing, implementing and the continual improvement of the institution's planning, quality and risk systems.

**Qualification required:**

- A minimum of a Bachelor's degree in Management, Development, Corporate Planning or other related areas from a recognised University
- At least three (3) years post qualification work experience.
- Experience in planning or project management and/or quality assurance.
- Strong analytical skills and ability to collate and present complex data and information.
- Excellent oral and written expression skills; strong numerical and analytical skills.
- Good numeracy skills, with the proven ability to understand, analyse, interpret and explain complex information and data.
- High level of computer competency, including a detailed understanding and demonstrated experience in the use of spreadsheets and reporting.

- Excellent interpersonal and negotiation skills, including the ability to communicate effectively and clearly with internal and external stakeholders.

**Person Specification – Strategic Planning Officer**

<b>* Assessed method</b>	<b>A=Application</b>	<b>I=interview</b>	<b>R= References</b>
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<b>Essential Criteria</b>	<b>*</b>	<b>Desirable Criteria</b>	<b>*</b>
<p><b>Qualifications and Training</b></p> <p>Educated to bachelor’s degree level. Management or Planning and /or Business Continuity or equivalent transferable skills.</p>	A/I	<p>Planning/Project Management qualification (certificate or diploma)</p> <p>Demonstrable experience in Project</p> <p>Experience of working in similar role</p> <p>Experience of partnership working across organisations</p>	A/I
<p><b>Experience</b></p> <p>prioritising and organising workload in an unpredictable environment</p> <p>working independently, as well as part of a team</p>	A/I/R	<p>networking and sharing knowledge and skills with colleagues across the University</p>	
<p><b>Skills</b></p> <p>Able to plan, design and deliver University events</p> <p>Takes responsibility and demonstrates ownership of tasks</p>	A/I	<p>Evidence of working with a multi-agency environment</p> <p>Good knowledge of governance and compliance processes</p> <p>Demonstrable understanding of</p>	A/I

<b>Essential Criteria</b>	<b>*</b>	<b>Desirable Criteria</b>	<b>*</b>
<p>Flexible with an ability to multi-task and work in a fast-paced environment</p> <p>Computer literate in Microsoft Office products to include Word, Excel, PowerPoint and Outlook</p>		<p>University planning processes</p> <p>Knowledge and understanding of strategic planning processes</p>	
<p><b>Qualities/Attributes</b></p> <p>Flexibility.</p> <p>Team player.</p> <p>Good communicator.</p> <p>Good organisational skills.</p> <p>Effective time management.</p>	A/I/R		
<p><b>Working within Professional Boundaries</b></p> <p>Accepts responsibility and accountability for own work and can define the responsibilities of others.</p> <p>Recognises the limits of own authority within the role.</p>	A/I/R	<p>Seeks and uses professional support appropriately.</p> <p>Understands the principle of confidentiality.</p> <p>Demonstrates professional curiosity.</p>	
<p><b>Other</b></p> <p>Ability to travel across the University sites/locations on a regular basis.</p>	A/I		

**Closing date: - 31<sup>st</sup> May 2019**