



## **The University of Sierra Leone**

### **JOB VACANCY**

**Vacancy: - No SP&QA/USL/001**

**Job title: - Strategic Planning and Quality Assurance manager**

**Level/Grade:- Senior Staff**

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

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

**Responsibility for: - Strategic Planning Officers**

**Note: - This vacancy is open to anyone who may qualify for the position**

### **Job Summary**

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 a fulltime Strategic Planning and Quality Assurance Manager.

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 leading and pivotal part in delivering this goal by developing and implementing operational and strategic planning processes within USL. This will involve complex data analyses and interpretations to inform university-wide planning. As an integral part of the Directorate, you will distil the key insights and communicate these effectively across all university functions and assist the Director on a day to day basis.

### **Key tasks/responsibilities:**

- Developing and implementing operational and strategic planning processes and contributing to the delivery of faculty and departmental objectives aligned to the USL strategic goals.
- Supporting USL constituent institutions by turning raw data into robust comprehensive, actionable and impactful information; for example, research metrics and league table performance.

- Helping USL constituent institutions identify opportunities and threats, leading and supporting the development of appropriate responses.
- Taking on a lead role in establishing matrix teams from across the university to improve the efficiency and effectiveness of the processes related to the area of work covered by this role.
- Developing datasets and reports in response to planned and ad hoc requests for information as they arise.
- Providing operational support and cover for other colleagues within the Strategic Planning and QA Directorate.
- Demonstrating excellent leadership and management skills in conducting the duties with a focus on high quality, timely, impactful outputs.
- Undertaking other duties as required by the Director.

Qualification required:

- A minimum of a Master’s degree in Management, Development, Planning or other related areas from a recognized University with at least five (5) years post qualification experience in a reputable institution.
- Proven track record in strategic planning, management and quality assurance.
- Strong planning and analytical skills and ability to collate and present complex data and information.
- High levels of oral and written expression; strong numerical and analytical skills including a good understanding of finance.

**Person Specification – Strategic Planning & QA Manager**

<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>
<b>Qualifications and Training</b> Educated to master’s level	A/I	Planning/Project Management qualification (certificate or diploma)	A/I

Essential Criteria	*	Desirable Criteria	*
<p>Demonstrable experience in Project Management or Planning and /or Business Continuity or equivalent transferable skills</p>		<p>Experience of working in similar role</p> <p>Experience of partnership working across organisations</p>	
<p><b>Experience</b></p> <p>prioritising and organising workload in an unpredictable environment</p> <p>Ability to work independently as well as part of a team</p> <p>Ability to network and share knowledge and skills with colleagues across the University</p>	A/I/R		
<p><b>Skills</b></p> <p>Able to plan, design and deliver University projects, training and events</p> <p>Demonstrable understanding of University planning process</p> <p>Knowledge and understanding of strategic planning process</p> <p>Takes responsibility and demonstrates</p>	A/I	<p>Evidence of working with a multi-agency environment</p> <p>Good knowledge of governance and compliance processes</p>	A/I

Essential Criteria	*	Desirable Criteria	*
<p>ownership of tasks</p> <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><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> <p>Seeks and uses professional support appropriately.</p> <p>Understands the principle of</p>	A/I/R		

Essential Criteria	*	Desirable Criteria	*
confidentiality.  Demonstrates professional curiosity.			
<b>Other</b>  Ability to travel across the University sites/locations on a regular basis.	A/I		

**Date:** - 14th May 2019