

KAIRUKI UNIVERSITY



VACANCY READVERTISEMENT

Applications are invited from suitably qualified and experienced Tanzanians to fill the position of **Senior Planning Officer** at Kairuki University (KU).

Summary Description:

Responsible for establishing, monitoring and evaluating implementation of University strategic goals, operating procedures and effect changes required for improvement.

Duties and Responsibilities:

1. Providing support to the University's planning processes
2. Handling matters relating to planning and use of the University physical resources.
3. Assisting in the development, implementation, monitoring and evaluation of the University's Strategic Plan
4. Developing methodologies for data collection on various aspects of University operational programmes
5. Assisting in the formulation of the University budget
6. Preparing estimates for capital development and recurrent budget
7. Compilation of project profiles, including sources of funding, keeping in custody agreements with donors and monitoring reports.
8. Supervising all aspects regarding financing and investment
9. Informing the University Management of educational priorities and needs and see that these are considered in all planning.
10. Seeking advice from the various academic units in relation to planning for physical facilities, environmental resources, and the allocation of space, and making recommendations to assure effective and responsible use of resources.
11. Attending meetings of selected University Committees
12. Performing any other duties as assigned by the Supervisor.

Requirements:

High standard of written communication skills and interpersonal skills, including proven capacity to communicate with a range of stakeholders in a multidisciplinary environment.

Qualifications and Experience:

Holder of University Master's degree in any of the following fields: - Economics/Educational Planning Management/ Engineering Management/ Statistics or any other relevant field with five (5) years relevant working experience in similar position.

Application Procedure:

Interested and qualified applicants for the above position are requested to submit an application letter, curriculum vitae, and attach copies of their certificates to: hram@ku.ac.tz by **2nd August 2024**.

The advert can be accessed from the Kairuki University website: www.ku.ac.tz