

## MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

### PLANNING AND DEVELOPMENT OFFICER

#### JOB SUMMARY

The incumbent is required to collate, analyze and present data to support the planning and development function of the Ministry.

**REPORTING RELATIONSHIP:** Reports to the Policy Coordinator

**SUPERVISION GIVEN:** N/A

#### DUTIES AND RESPONSIBILITIES

- Assists the Director, Policy and Strategy in the planning, costing, implementation and evaluation of the Ministry's policies and programmes.
- Conducts special studies and drafts reports on various aspects of the Ministry's policies and development plans.
- Assists in the preparation of Cabinet Notes.
- Monitors the progress of the Ministry's programmes and projects and prepares reports thereon.
- Analyzes Ministry-related data to determine trends.
- Conducts relevant research on the issues relevant to the mandate of the Ministry as required.
- Develops and maintains strategic networks with officers from other Ministries and Agencies to achieve the objectives of the Ministry.
- Performs any other related duties as may be required.

#### KNOWLEDGE SKILLS AND ABILITIES

##### Knowledge:

- Knowledge of the use of statistical method.
- Knowledge of Project Management.
- In-depth knowledge of Microsoft Office Suite applications.

##### Skills and Abilities:

- Sound writing and good interpersonal communication skills.

## **MINIMUM EXPERIENCE AND TRAINING**

- Training as evidenced by a BSc. Degree in one of the social sciences from a recognized Institution.
- Experience in the application of the principles, techniques and methodology used in social research.
- Any equivalent combination of training and experience.