



Planning Officer I

Status: Contract of Service

Monthly Salary: Salary Grade 11

Division: Planning and Project Management Division

Qualifications:

Education: Bachelor's degree in Engineering or other related fields

Competency: Project Management

Duties and Responsibilities:

1. Serve as part of a pool of project managers to be assigned and deployed to internal technical engineering projects over the duration of the project life cycle;
2. Assist in the drafting of project plans, administrative requirements for project implementation, and drafting of reports for project closeout;
3. Coordinate the logistical requirements of all strategic planning, roadmapping, and annual operational planning activities of the Agency
4. Conduct relevant background research and literature review prior to any planning sessions
5. Gather relevant data on approved metrics or indicators for undertaking the assessment or evaluation of Agency performance
6. Perform other duties of a regular or special nature as may be assigned from time to time.



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