



Job Description (JD)

Title: Deputy Director for the Office of Planning
Office: Office of Planning
Report Line: Director, Office of Planning

Level: 8

Deputy Director, Office of Planning:

Deputy Director of Planning supervises and participates in advanced, highly-complex professional planning activities. Depending on the university, often manages and supervises sections or divisions within the larger planning office of The University of Cambodia. Deputy Director of Planning serve as a fully in charge in the office of planning in working and coordinating with all respective offices schools and colleges of The University of Cambodia (UC).

A. RESPONSIBILITIES:

The Deputy Director for the office of planning assumes the overall responsibilities as follows:

- Performs and manages annual planning of a whole of the university, research and analysis both internal and external of academy contexts ;
- Works coordination with respective offices, schools colleges and all stakeholders in order to consolidate of planning for monthly, weekly and other activities of The University of Cambodia ;
- Monitors progress, consolidate all achievement with reporting to UC President ;
- Participates in management including contribute ideas, join discussion and other meetings ;
- Join closely with Office of Internal Quality Assurance (IQA)
- Advises various councils, boards, commissions and elected officials in planning-related issues
- Supervises the Transportation Modeling Division of Planning Department
- Serves as liaison and performs all necessary functions in support of Planning Commission
- Assigns work to professional staff and ensures appropriate training is provided
- Evaluates operations and activities of assigned responsibilities
- Prepares reports on operations and activities, recommending improvements and modifications
- Handles sensitive personnel matters

- Participates in budget preparation and administration, monitors and controls expenditures
- Attends substantial number of evening and weekend meetings
- Serves as acting Planning Director in his or her absence
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B. QUALIFICATIONS:

The incumbent requires a BA degree in Management, or other relevant fields, with two-years working experience in planning and management field.

i. Knowledge

- Knowledge on Labor Law
- Knowledge on filing
- Maintaining a high level of confidentiality concerning files and other confidential documents and information

ii. Skills

- Excellent interpersonal skills and Honest
- Critical thinking
- Team building skills
- Analytical and problem solving skills
- Negotiation skills
- Effective verbal and written communications skills
- Possess strong personal and organizational skills with less instruction
- Time management skills
- Excellent command of English and computer literacy
- Strong networking
- Dedication to the mission of the university

iii. Personal Attributes

- Highly Responsible and confidential
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics

C. REPORT LINE

This position is reports to the Deputy Director for Planning Unit.