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| Job Title | Planning & Reporting Analyst |
| Directorate | Planning, Research, and Development |
| Department | Planning, Monitoring, and Evaluation |
| Reporting to | Manager Planning, Strategy & Performance |
| Salary Grade | N5 |
| Jobs that report to this role | N/A |
| Job Purpose | |
| To develop, implement, monitor, and review the Organizational integrated planning and reporting framework compliant with the Government Planning and Reporting Requirements | |
| Key Accountabilities | |
| <ul style="list-style-type: none"> a) Identify and document all planning and reporting requirements in a Planning and Reporting Calendar; b) Organise and communicate the planning and reporting processes: setting timelines for deliverables and steps of the process, ensuring timely delivery of quality assured plans and reports; c) Prepare all required information for all stages in the development and approval of NITA-U Budget (include the Ministerial Policy Statement and Budget Framework Paper) in line with the Budget Process Calendar; d) Facilitate, coordinate, and consolidate the NITA-U Operational Work Plans in alignment with the Ministerial Policy Statement; e) Develop and present timely and accurate NITA-U Monthly, Quarterly, Half-Annual, and Annual Reports; f) Collect, analyse, and synthesize data to produce timely and accurate reports aligned with the Government reporting calendar, program timelines, and ad-hoc external stakeholder requirements. e.g., National Development Plan, Government Annual/Half-Annual Performance Report, Budget Monitoring, NRM Manifesto, National Planning Authority requirements, Parliament of Uganda, etc. g) Ensure all performance reports meet quality standards, and comply with established guidelines. h) Participate in Programme and National Planning activities; i) Provide technical assistance to the various Directorates regarding planning and reporting functions. j) Provide technical support towards the monitoring and evaluation of NITA-U/DTP IT initiatives. k) Actively participate in the periodic resource allocation and warranting processes. | |
| Position Requirements | |
| Education | |
| <ul style="list-style-type: none"> a) A Minimum of a Bachelor's Degree in Economics, Monitoring and Evaluation, and Statistics or their equivalent; b) Certification in Planning/ Strategic Planning, Balanced Scorecard, AICP, CPA, Data analytics tools/software, Project planning, Monitoring and Evaluation is an added advantage. | |
| Experience | |
| <ul style="list-style-type: none"> a) A Minimum of three (3) years' experience in Planning and Reporting in a reputable Public Organization; b) Experience in data analysis and management. c) Experience in monitoring and evaluation. | |
| Technical Expertise | |
| <ul style="list-style-type: none"> a) Analytical skills and competencies b) Planning and reporting c) Documentation and report writing d) Monitoring and evaluation. | |
| Nature and Scope | |

Interpersonal Skills

- a) Has sufficient communication skills for effective dialogue with others.
- b) Demonstrates an organised approach to work.
- c) Uses basic systems and tools, applications, and processes.
- d) Contributes to identifying own development opportunities.
- e) Follows code of conduct, ethics, and organisational standards. Is aware of health and safety issues.
- f) Understands and applies basic personal security practice.

Level of responsibility

- a) No direct supervision of others;
- b) Works under supervision.
- c) Uses little discretion.
- d) Expected to seek guidance in unexpected situations.
- e) Minimal influence.
- f) May work alone, or interact with immediate colleagues;
- g) Performs routine activities in a structured environment.
- h) Requires assistance in resolving unexpected problems.