



JOB TITLE: MANAGEMENT TRAINEE, PLANNING
REPORTS TO: PLANNING OFFICER
DIRECTORATE: PLANNING, RESEARCH AND DEVELOPMENT
DEPARTMENT: PLANNING
DURATION: 1YEAR
SALARY SCALE: N7

Purpose of the Job:

To provide support to the Planning department in regards to performance reporting with key focus on routine monthly institutional reporting and tracking progress of organizational activities on a monthly and quarterly basis.

Key Results Area/Accountabilities

1. Collection of monthly, quarterly, half annual and annual information for institutional reports
2. Support production of institutional monthly and quarterly reports to Management and Board
3. Maintain and routinely update a tracker for the status of NITA-U activities on a monthly and quarterly basis
4. Liaise with the directorates to assess performance and document performance challenges and ensure that they are captured in the reports
5. Provide assistance in compilation of quarterly performance reports to key stakeholders such as MoFPED, OPM and National Planning Authority
6. Assist in the development of Institutional work plans and targets both annually and quarterly upon which performance will be tracked
7. Provide secretarial duties towards the weekly DPRD meetings
8. Performs other tasks that may be assigned from time to time by the supervisor

Qualifications

- Bachelor of Commerce, Bachelor of Development Economics, Bachelor of Arts in Economics, or related field from a recognised institution.

Skills/Competencies

- Ability to work on own initiative as well as in a team;
- Capacity to establish credibility, and trust and partnership.
- Analytical and problem –solving skills.

- Excellent interpersonal skills;
- Excellent communication and report writing skills.
- A person of integrity and honesty