



དཔལ་ལྷན་འབྲུག་གཞུང་། ལྷན་རྒྱུས་གཞུང་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN

Cabinet Secretariat

Gyalyong Tshogkhag

**BHUTAN**  
Believe

**TOR for Chief Policy and Planning Officer**  
**Policy and Planning Division**  
**Secretariat Services**  
**Ministry of Home Affairs**

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

**1.1 Position Title: Chief Planning Officer**

**1.2 Position Level: P1**

**1.3 Major Group: Planning & Research Services Group**

**1.4 Sub-Group: Planning Services**

**1.5 Job Code No.: 16.710.01**

**1.6 Job Location:**

**Ministry: Ministry of Home Affairs**

**Department: Secretariat Services**

**Division: Policy and Planning Division**

**1.7 Title of First Supervisor (*Official title of the Supervisor*): Secretary**

**2. DUTIES AND RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose:** Provide professional service in the formulation of long-term strategic development plan; coordinate issuance of guidelines for formulation of national development plans. Ensure that the development intervention is in accordance with goals and objectives enshrined in documents such as Five Year Plans, National Education Policies, SDG 2030 Agenda and the Constitution.

Duties and Responsibilities	% of time
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| <ul style="list-style-type: none"><li>● Head a division within a planning organization and supervise the works of the subordinates;</li><li>● Coordinate with other Divisions in the organization as well as other sectors/ministries;</li><li>● Lead the development and implementation of long-term strategic plans and policies, i.e. the National Visions and Goals with concrete milestones for the Ministry. (Example:. 13th FYP)</li><li>● Ensure the alignment of Ministry plans and policies with National Development goals and international commitments.</li><li>● Coordinate the formulation of guidelines for preparation of Five Year Plans and Annual Plans;</li><li>● Conduct policy analysis and provide recommendations to the Ministry;</li><li>● Guide the coordination of the Mid-Term Review Meetings and follow up actions on policy recommendations;</li><li>● Lead the preparation and management of budget and resource allocation for the Policy and Planning Division;</li><li>● Identify capacity building needs and coordinate training and development programmes for staff;</li><li>● Coordinate and carry out data, research and evaluation studies on important development policies and programs of the government/sector to enhance evidence-based decision making;</li><li>● Prepare and issue instructions/guidelines for coordination of development activities both at sector and Dzongkhag levels;</li><li>● Ensure the projects and programmers handled by PPD are delivered on time, within scope and budget by oversee the design, implementation and monitoring aspects;</li><li>● Communicate key information with division members and other partnering Divisions and Departments; and</li></ul> |  |
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| <ul style="list-style-type: none"><li>• Perform other related works as necessary.</li></ul> |  |
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**3. QUALIFICATION REQUIREMENT** *(Minimum requirement for performance of work described. (Level of Knowledge, Skills and Abilities):*

**3.1 Education:** Bachelors/Masters preferred.

**3.2 Training:** Advanced training in development studies (Development Management or Economics or Public Policy & Administration) and General Management Training.

**3.3 Length and type of experience required:** Minimum of 2 years relevant experience as the Dy. Chief Planning Officer OR equivalent experience.

**3.4 Knowledge of language and other specialized requirement:**

- Be fluent in both Dzongkha and English languages.
- Should be conversant in government/sectoral policies, rules, regulations, programmes and projects.
- Should have knowledge of principles of planning and relevant analytical tools like cost benefit analysis, resource gap models; research methodologies such as statistical and mathematical techniques and possess skills in the formulation of project proposals.
- Should possess management and supervisory skills and be able to understand goals and objectives, outputs and benefits of programmes/projects.
- Must have the ability to analyze research data/information and provide policy recommendations.

**4. COMPLEXITY OF WORK** *(Describe the intricacy of task steps, process or methods involved in work, difficulty and originality involved in work):*

This is an advanced professional field requiring high supervisory, managerial, planning and administrative skills involving the formulation of policies and development plans of both the national and local governments in the technical field of Education. The work requires in-depth knowledge and understanding as well as the application of statistical analysis for monitoring,



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evaluation and formulation of plans, programs and projects. This work requires full understanding of different aspects of government policies and should be well versed in government functioning based on which s/he will be able to prepare and produce substantive policy papers for the organization. This position entails taking certain decisions independently and also engaged in policy matters.

**5. SCOPE AND EFFECT OF THE WORK** *(Describe the purpose, breadth of work performance, and the effect the work has within and outside the employee's organization):*

The work in this position calls for full involvement in the determination of national goals and objectives, its effectiveness vis-à-vis the development potentials, felt needs and financial resources. She/he is required to carry out impact analysis on selected programs/projects, the findings of which are submitted to the higher authorities within the organization. This position is responsible for ensuring close coordination between and amongst different sectors/ministries/dzongkhags to progress towards education goals and objectives.

The Chief of Policy and Planning Division shall oversee the various high-impact and high-budget projects and programmes under the care of the Division with the help of Planning Officers, Statisticians and Information and Media Officers.

The Chief PPD shall gather and organize all pertinent information to feed it to the upper management and national agencies (Example:. Parliament, HPM) to support evidence-based and effective decision making in a timely manner.

The person in this particular position may also initiate research activities and monitoring/evaluation exercises to see the impacts of different plans/programmes. She/he is required to participate in meetings as committee, board or task force members both within and outside the country. The work calls for close coordination and contact both within and outside the organization.



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## **6. INSTRUCTIONS AND GUIDELINES AVAILABLE:**

### **6.1 Instructions** *(Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated):*

The head of the organization, Government Secretaries and Ministers, assign the work.

The task is carried out independently with a considerable degree of freedom. The higher authorities, through periodic reports and recommendations, review his/her task.

### **6.2 Guidelines** *(Indicate with written or unwritten guidelines and available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

Instructions are available in the form of sectoral/individual job descriptions and the goals and objectives of the organization. The Supervisors provide both verbal/written instructions.

## **7. THE WORK RELATIONSHIP** *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The work involves close contact with all divisions within the organization and the outside agencies. It requires constant meetings/discussions with other sectors/dzongkhags to coordinate development activities. Constant interaction and contact with the representatives of the international organizations is one of the main responsibilities of this position. The work output has national/dzongkhag level implications, as they are involved in policy matters.

The role also requires close coordination with PPD team members in order to develop national plans, policies and ensure the execution of large-scale projects.

## **8. SUPERVISION OF OTHERS** *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates):*

Supervision is exercised over subordinate officers such as Dy. Chief Planning Officer, Sr. Planning Officer, Planning Officer, Asst. Planning Officer, Statistical Officer, Information and Media Officer, Programme Officers, and other supporting staff. She/he also supervises and



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coordinates the activities such as, the formulation of long-term strategic plans, implementation, monitoring exercises, and evaluation studies as well as in the maintenance of inter/intra-organizational relations.

- 9. JOB ENVIRONMENT** *(Describe physical exertion required, such as walking, standing, lifting heavy objects, etc. and his /her any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions):*

The work involved is mainly deskwork where a fair amount of time has to be devoted to reading, analyzing and understanding of government policies, plans, project documents, education data and statistics, international commitments and obligations. She/he shall use this understanding to ensure alignment of policies and plans to national and international education goals and objectives. The work involves a series of diverse meetings with team members, ministry staff, relevant agencies, high-level officials, development partners and stakeholders.

She/he will occasionally be required to perform in-country and ex-country travel for monitoring, evaluation, and representative purposes.