

འབྲུག་གི་མངོན་མཛེས་ཁྲིའུ་འདུན་ས།



Supreme Court of Bhutan

ཕྱི་དབང་ཕྱན་འབྲུག་པའི་ཁྲིའུ་འདུན་ས།

Royal Court of Justice

## 1. JOB IDENTIFICATION:

- 1.1 Position Title: Asst. Planning Officer
- 1.2 Position Level: P5
- 1.3 Major Group: Planning & Research Services Group
- 1.4 Sub-Group: Planning Services
- 1.6 Job location: Supreme Court of Bhutan

## 2. PURPOSE, DUTIES AND RESPONSIBILITIES

**Purpose:** Assist in the accomplishment of Agencies goals and objectives by rendering effective services during planning, reviewing, monitoring and evaluation of projects, programs and plans.

Duties and Responsibilities	% of time
<ul style="list-style-type: none"><li>Assist in preparing and formulating the National Development Plans.</li><li>Assist in preparing and coordinating the formulation of Judicial Plans.</li><li>Assist in monitoring and reviewing Judicial plans and programs.</li><li>Participate in Annual Planning &amp; Budgeting Exercise.</li><li>Assist in organizing the Annual Planning Symposium, In-country Planning and Monitoring Workshops and other ad hoc meetings.</li><li>Draft correspondences related to planning programs and projects.</li></ul>	

འབྲུག་གི་མངོན་མཛེས་ཁྲི་འདུན་ལ།



Supreme Court of Bhutan

༥། དབལ་ཕྱན་འབྲུག་པའི་ཁྲི་འདུན་ལ།།

Royal Court of Justice

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Collect/compile data and information for research and evaluation studies.</li><li>• Perform related works as and when required.</li></ul> |  |
|---|--|

#### 4. COMPLEXITY OF WORK

The Assistant Planning Officers are responsible for aiding in the preparation of Judicial development plans. Further they are required to participate in monitoring/reviewing of the programs across all the dzongkhags. Work though routine in nature requires a fair number of analytical skills.

#### 5. SCOPE AND EFFECT OF THE WORK

The task involves performance of professional activities in planning, reviewing, monitoring and evaluating projects, programs and plans. The Assistant Planning Officer plays an important role, particularly in coordinating various tasks between the parent organization and other agencies. The scope of his/her work includes identifying the problems and constraints faced by Sectors and *Dzongkhags* and initiating remedial measures.

#### 7. THE WORK RELATIONSHIP

Internal meetings are conducted frequently within the organization. This serves as a forum for appraisal and feedback between the individual and the senior officers on the activities being undertaken by them. Outside the assigned organization, an employee has to co-ordinate with various Sectors Agencies and *Dzongkhags* on plans and developmental activities.

#### 9. JOB ENVIRONMENT

The work involves lots of desk work with long hours with a computer. Occasionally, long duration and distant travel are undertaken particularly during the planning and planning review exercises.