

**SIERRA LEONE CIVIL SERVICE**

**JOB DESCRIPTION**

Planning and Budgeting Officer

**JOB DETAILS**

**Job Title:** Planning and Budgeting Officer **Supervisor/Manager Title:** Senior Planning and Budgeting Officer

**MDA:** Ministry of Agriculture and Forestry

**Unit/Division/Directorate:** Planning, Evaluation, Monitoring and Strategic Directorate **Grade:** 7

**Job Summary**

The role holder is responsible for providing support for all matters related to the planning and budgeting of agricultural activities and processes in line with the Ministry's mandate.

**Key Duties**

Duty/responsibility	Estimated Percentage of time (%)
Work closely with all the Directorates within the Ministry to develop periodic results-based work plans and budget for the implementation of the Ministry's strategic plan.	30%
Support and contribute to the development and review of the Ministry's strategic and annual plans.	10%
Provide support for monitoring and reporting on agricultural activities to ensure that implementation is in line with agreed plan.	10%
Collaborate with stakeholders for the design of agricultural projects and programmes in line with the Ministry's strategies and plans.	20%
Analyse proposals and prepare reports on their budgetary implications.	30%

**Occasional duties**

The jobholder may be required to:

- Attend meetings, workshops, seminars training, etc.
- Perform any other official duty assigned

**Judgement and Decision-Making**

The jobholder may be required to give advice/recommendation on planning and budgeting and make decisions on operational issues.

### Educational Requirements

A minimum of a Bachelor's Degree in Economics, Finance, Accounting or related discipline from an accredited University

### Related Job Experience

Entry Level

### Competencies/skills

- Basic knowledge of financial and budgetary principles and practices, budget development and finance administration;
- Ability to identify budgetary inconsistencies and provide analytical evaluations that matches budgetary resource planning;
- Research and planning skills;
- Oral and written communication skills;
- Computer and software skills;
- Problem solving skills;
- Interpersonal Skills.

### Work environment

The job is mostly an office-based role with minor exposure to hazards and moderate exposures to physical activities such as prolonged use of the computer. There is also an infrequent requirement to make an early start or late finish as well as work on weekends.