



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2022/09/09:SPM
Job Title	Strategic Planning and Management Associate
Department/Unit	Strategic Planning and Management Unit

Responsibilities:

- To assist in developing strategic planning framework for the implementation of RBTS' Strategic Plan.
- To performing comprehensive and documented researching activities to support business strategy planning initiatives.
- To ensure the necessary coordination and communication necessary with internal and external stakeholders in order to deliver the assigned tasks.
- To assist the implementations of RBTS's corporate planning process and assisting the HOD in preparing the performance reports as required for Board of Directors and Management Team.
- To coordinate change management efforts and other continuous improvement initiatives relevant to the growth of RBTS.
- To ensure that RBTS' data returns from each department, and to the Board of Directors are accurate and timely.
- To facilitate regular management reviews of RBTS's key performance indicators and strategic initiatives.

Requirements:

- Minimum Bachelor's Degree in relevant field.
- A Master's degree or a relevant qualification or working experience in related field would be an advantage.
- Minimum three (3) years working experience in a comparable planning environment.
- Experience of managing the compilation of complex data.
- Excellent skills in Microsoft Office, especially Microsoft Excel.

Key Competence Required:

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Strong communication and presentation skills.
- Strong reporting and documentation skills.