



سولوسي جورترا، لوكيستك دان لاتهن بروني
Brunei Engineering, Logistics and Training Solutions

Job Title	Strategic Planning and Management Associate
Reports to	Head of Strategic Planning & Business Development Department
Department /Unit	Strategic Planning & Business Development Department / Strategic Planning Unit

Roles & Responsibilities, not limited to: (Job scope, Purpose and contacts)

- Conduct market research, competitive analysis, and industry trend analysis to provide the organization with relevant data for strategic planning.
- Collaborate with senior management to develop, refine, and document the organization's strategic plan and to assist in defining goals, objectives, and key performance indicators (KPIs).
- Analyze internal and external data to identify strengths, weaknesses, opportunities, and threats (SWOT analysis). Use data-driven insights to inform strategic decisions.
- Assist in financial modeling and forecasting related to strategic initiatives. Evaluate the financial feasibility and potential ROI of proposed strategies.
- Establish and maintain systems for monitoring and reporting on the progress of strategic initiatives. Identify deviations from the plan and recommend adjustments as needed.
- Prepare reports, presentations, and other communication materials to effectively convey strategic plans, progress, and recommendations to stakeholders.
- Coordinate and track various projects and initiatives that stem from the strategic plan, ensuring they align with the organization's strategic objectives.
- Collaborate with different departments and teams to gather information, provide support, and ensure alignment of strategic initiatives with day-to-day operations.
- Stay updated on industry trends, best practices, and emerging technologies related to strategic planning. Recommend improvements to the strategic planning process.

Job Requirements: (Minimum Education/Qualifications & Experience requirement)

- Bachelor's degree in business, finance, economics, or a related field
- Proven experience in strategic planning, business analysis, or a related role.
- Strong analytical skills with proficiency in data analysis and financial modeling.
- Excellent communication and presentation skills.
- Project management experience is a plus.
- Proficiency in using relevant software and tools (e.g., Microsoft Office, data analysis software, project management tools).