JOB DESCRIPTION / POSITION PROFILE

Planner

JOB TITLE	SALARY SCALE
Planner	MNSL 4
REPORTS TO	**SUPERVISES**
Director Finance and Administration	Nil

Job Purpose

To support operational, event, and resource planning to ensure efficient scheduling and coordination across all stadium functions.

Key duties and responsibilities

01 Plan and allocate resources (staff, equipment, and materials) for events and maintenance activities to ensure optimal utilization.

02 Monitor inventory and requisition necessary supplies or materials for planned operations.

03 Participate in the preparation of operational and maintenance budgets for stadium activities.

04 Track expenditures against plans and recommend cost-effective strategies.

05 Collect and analyze operational data to evaluate efficiency, utilization, and performance of facilities and equipment.

06 Prepare periodic performance and progress reports for management decision-making.

07 Ensure that all scheduled events and maintenance works comply with safety regulations, environmental standards, and operational guidelines

08 Identify potential operational risks and develop contingency plans for emergencies, equipment failure, or event disruptions.

09 Evaluate operational procedures and propose improvements in planning systems, scheduling tools, and coordination mechanisms.

Person specifications

Academic Qualifications

Bachelor's Degree in Planning, Economics, Operations Management, Project Management, or Business Administration from a recognized institution.

Working Experience

Four (4) years working experience, two (2) of which should have been at similar level in a reputable organization.

Competencies

Technical	Behavioral
• Planning and scheduling software use. • Data analysis and reporting	• Integrity and Reliability • Organizational and Time Management Skills • Attention to Detail • Leadership and Team Supervision • Communication Skills