



UNIVERSITY OF NAIROBI

PLANNING DEPARTMENT

FUNCTIONS OF THE PLANNING DEPARTMENT

The Planning is one of the six departments in the Division of Finance, Planning and Development of the University of Nairobi.

The department performs the functions of:

- i) data collection,
- ii) analysis and documentation;
- iii) analysis and review of the University's policies,
- iv) strategies and programs;
- v) servicing of University Council Development and Infrastructure committee;
- vi) provision of technical advice on critical cross cutting management issues to the University;
- vii) coordination of long term planning and development of university programmes and projects;
- viii) Coordination of University-wide event such as graduation ceremonies, Exhibitions and Trade Fairs; Protocol training and deployment;
- ix) Publication of the Academic calendar and almanac, Annual report, Development Plan and graduation booklet;
- x) Docketing of university events;
- xi) setting project priorities and ensuring optimal resource utilization;
- xii) implementation of the University's performance management systems (performance contracting and ISO 9001:2015 Quality Management systems);
- xiii) participation in the development, implementation and review of university's strategic plan,
- xiv) mobilizing resources and managing linkages and partnerships geared towards the promotion of the university.

Bernard D. Njuguna
REGISTRAR, PLANNING