

TASK DESIGNATION: Strategic Planning & Performance Management Office (SPPMO) Internship
DEPARTMENT: Strategic Planning & Performance Management Office (SPPMO)
DIVISION/PILLAR: -
REPORTING TO: Head of Department, SPPMO
TASK DESCRIPTION
1. Assist in data gathering, compilation and consolidation from various departments. 2. Support the preparation and coordination of Annual Management Plan 2027 (AMP2027), including documentation and event/workshop management. 3. Assist in Balanced Scorecard (BSC) performance computation, tracking and consolidation of departmental KPI's. 4. Support budget compilation and consolidation for departmental and organizational planning. 5. Assist in preparing reports, presentations, dashboards and management updates. 6. Perform general administrative, coordination, and other related tasks assigned from time to time by the immediate superior or Management to support SPPMO activities and the department's objectives.
COMPETENCIES
1. Degree holder or currently pursuing Bachelor's Degree in Business Administration, Management, Economics, Finance, Data Analytics, Statistics, Engineering, or other related fields. 2. Preferably with a background in Business, Finance, Economics, Data Analytics, Statistics, Engineering or Management. 3. Proficient in Microsoft Excel, PowerPoint and Word. 4. Good numerical, analytical and data-handling skills. 5. Able to work with spreadsheets and large datasets with accuracy. 6. Good communication and coordination skills. 7. Detail-oriented, organized and able to meet deadlines. 8. Knowledge of Power BI or other data visualization tools is an added advantage. 9. Able to support event coordination and collaborate effectively with different departments.