



CALL FOR JOB APPLICATION

Country: Somalia
Project: Somalia Capacity Injection Project
Grant No: P149971
Type of Appointment: Regular Civil Service and Advisory Positions
Type of Contract: Performance Based Contract
Duty Station: Beneficiary Ministries Offices in Mogadishu
Expected Start Date: June, 2017
Reference No.: FGS/CIM/Civil Service Recruitment/2015

Under the Somali Compact of September 2013, the Federal Government of Somalia established a Government Flagship Programme to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this. The below beneficiary institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. The National Civil Service Commission of the federal government of Somalia invites applications from qualified candidates for the below institutions

1: Office of the President	4: Ministry of Labour and Social Affairs
2: Office of the Prime Minister	5: Ministry of Finance
3: Central Bank of Somalia S	6: Ministry of Agriculture
8. Ministry of Agriculture	7. Ministry of Energy and Water Resources
9. Ministry of Public Works	10. National Civil Services Commission

Competent candidates will be selected according to the Capacity Injection Mechanism and National Civil Service Commission recruitment manual and procedures. Further information and Detailed Terms of Reference can be seen below.

Note: this recruitment strongly supports women's engagement and will support workingwomen through paid maternity leave, plus allowances to support 'secure accommodation', 'secure transport to and from work' and 'child care allowances

HOW To APPLY: Confidential applications can be addressed to **Mr. Omar Abdi**, World Bank Capacity Injection Mechanism Coordinator at National Civil Service Commission, E-mail somalia.ncsc.cim02@gmail.com and please make sure to copy to abdihashi1981@gmail.com with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or. docx format must be delivered, by 1500 hours of 25th March, 2017.

“Applications addressed exclusively to the one of the above email addresses would not be considered”

Somalia: Capacity Injection Project

**Job Description for Archives and Records Management Manager
Federal Government of Somalia**

Job Title:	Archives and Records Management Manager
Department:	Administration and Finance
Assignment Location:	Mogadishu, Somalia
Grade Level:	Stream A: Level 2 Step 3
Reporting to:	Administration and Finance Director
Supervisory Responsibility:	
Job Purpose:	<p>The Archives and Records Management Manager shall be responsible for developing, coordinating and maintaining the official records management program, imaging and records systems, document retention, storage, archiving and filing system, manning the registry, and retrieval systems.</p> <p>The job holder will also be responsible for the development and implementation of a customized records management system for the institution</p>
Objectives of the Job	<p>To efficiently and effectively manage registry services at the institution</p> <p>To implement and manage a customized Records Management System for the institution</p>
Key Duties and Responsibilities	<p>The job holder will:</p> <ol style="list-style-type: none"> 1. Control, open files/folders, and update file index 2. Ensure that files or folders covers are well maintained 3. Put files away in an ordered manner, such as numeric, alphabetical, chronological, etc. which will best meet the institution’s needs 4. Ensure that letters are appropriately filed and marked to action officers 5. Ensure that documents are carefully handled, and confidentiality is maintained 6. Ensure that mails are received, sorted, opened, and dispatched and related registers are maintained

	<ol style="list-style-type: none"> 7. Ensure that electronic records such as e-mails, word processing documents, spreadsheets, etc. are filed in computer directories with titles which make finding the appropriate record easy or printed copies of electronic records and file and place a note of the location of the electronic record in the file 8. Ensure that pending correspondence are checked and appropriate action taken 9. Ensure adequate security of information, documents, files and office equipment is in place in the registry 10. Initiate, develop, interpret and implement records management policies, guidelines and procedures 11. Develop an internal records management system/a suitable file tracking system – either a manual system which uses ledgers and index cards, or a computerized system (update and maintain up-to-date file movement records) 12. Initiate appraisal and dispose of files or documents and other records in liaison with the Archives departments of the institution in accordance with Government regulations 13. Ascertain general cleanliness of the registry 14. Supervise, guide and develop key staff members (coaching and mentoring) 15. Maintain a close link/liaison with the ICT/Database Officer(s) in the institution to avoid loss of information especially when migrating to newer formats and media. 16. Maintain register of records with enduring value, promoting co-operation and co-ordination between MDAs having custody of such records 17. Improve access to records and archives to enhance sound decision making and support effective program and service delivery. 18. Assist, support, and set standards for and provide professional guidelines to archival services 19. Secure destruction of obsolete records
Deliverables	<ul style="list-style-type: none"> • An efficient and effective internal records management system customized for the institution • A simplified records management policy customized for the institution • Appropriate filing of print and electronic records including official reports and documents • Appropriate classification and indexation of records
Education	<ul style="list-style-type: none"> • A Bachelor's degree or equivalent professional qualification in records/information management, information/library science, archiving or equivalent qualifications from a recognized institution
Experience	<ul style="list-style-type: none"> • At least three (3) years' experience in record management or archiving environment • Knowledge of record management practices is essential.

	<ul style="list-style-type: none"> • An excellent appreciation of common computer applications is desirable. • Use of an Information & Records Management System (IRMS) software will be an added advantage
Skills mix requirements	<ul style="list-style-type: none"> • Ability to take the initiative and handle conflicting interests and demands • Ability to relate well with different people • Forward thinking and logical • An understanding of research skills is an added advantage • Good Interpersonal skills
Competency requirements	<ul style="list-style-type: none"> • Excellent oral and written communication skills in English and Somali • Commitment to customer service • Demonstrate ability to use, and adapt to, rapidly evolving ICT packages and systems
Working conditions and travel requirements:	Office-based