



# **Federal Government of Somalia Office of Prime Minister**

## **Public Sector Capacity Injection Project (CIP)**

### **Vacancy Position at the Prime Minister's Office Project Coordination Unit (PCU)**

#### **Terms of Reference**

<b>Post Title</b>	<b>Project Coordinator</b>
<b>Grant No:</b>	<b>P149971</b>
<b>Type of Appointment</b>	Individual Consultant
<b>Stream, Grade</b>	B-1, Step-1
<b>Duration</b>	1 year (with possibility of extension)
<b>Duty Station</b>	Mogadishu (Somalia), Office of the Prime Minister
<b>Reference No.:</b>	

#### **1. Background**

Under the Somali Compact of September 2013, the Government has established a Government Flagship Program to build core public sector capacities. This is supported by a World Bank Public Sector Capacity Injection Project (CIP). The objective of the CIP is to strengthen staffing

levels and capacity in selected line ministries and central agencies to perform core government functions.

The project will comprise of four components: (i) developing capacity for key cross-cutting government functions; (ii) strengthening the policies and procedures for civil service management; (iii) strengthening policy management, coordination and monitoring capabilities at the Centre of Government; and (iv) project management support.

The Office of the Prime Minister will establish a central Project Coordination Unit (PCU) to support the management, coordination and monitoring and evaluation of project activities. The PCU will be headed by a Project Coordinator and include a small team, including: (i) Financial Management Specialist; (ii) Procurement Specialist; (iii) Monitoring and Evaluation Specialist; and (iv) Communications Specialist.

## **2. Objective of Position**

The overall responsibilities of the Project Coordinator are (i) to advise the senior management of the Office of the Prime Minister(OPM) and the Program Steering Committee on management and implementation of the Project, (ii) to provide overall leadership and perform all necessary project management activities under the Public Sector Capacity Injection Project (CIP) for the period of the assignment, (iii) to coordinate with government counterparts located in the implementing line ministries, (iv) to manage the Project coordination team.

He/she will carry out all project management tasks in strict compliance with: (i) the requirements of the Agreement between the World Bank and the Government; (ii) the Project Implementation Manual (PIM) for this project which is based on appropriate management practices.

## **3. Duties and Responsibilities**

The Project Coordinator shall do everything necessary to meet the above objectives, including but not limited to carrying out the following tasks:

- 3.1** Oversee the implementation of CIP preparatory activities including preparation of the Project Implementation Manual (PIM), work plans, etc.
- 3.2** Oversee and coordinate all activities related to the implementation of project activities by the OPM and different Ministries, Departments and Agencies under the project and support project implementation of selected activities;
- 3.3** Liaise and coordinate with the staff of the Department responsible for national strategic capacity development coordination in the OPM and with project focal points from other government institutions for the smooth execution of the project activities;
- 3.4** Set the standards and timetables for the preparation of annual work programs and quarterly review of these and review work programs for quality assurance;
- 3.5** Manage the Project Coordination team and co-ordinate the day-to-day activities of the Project Coordination Unit;
- 3.6** Assist with the identification of training needs in the PCU and propose on-the-job training and formal training programs to meet those needs;

- 3.7 Apply appropriate administrative, financial and technical management methods, to oversee the use of project resources and of project procurement activities, working closely with the Project Financial Management and Procurement Specialists;
- 3.8 Ensure that all necessary documentation related to financial management and procurement are in place and accounts are maintained providing regular expenditure reports related to the CIP project;
- 3.9 Oversee the planning, organization and coordination of regular monitoring and evaluation, including periodic review meetings and end of project evaluation, ensuring adequate documentation of lessons learned, working closely with the M&E Officer
- 3.10 Establish the format and schedule of project reporting and prepare regular progress reports to be submitted for the review by the Office of the Prime Minister, the Project Steering Committee and the World Bank;
- 3.11 Develop and strengthen collaboration with government counterparts, development partners and all other stakeholders to facilitate their understanding and support to the CIP;
- 3.12 Oversee development and implementation of a project information and communication strategy and dissemination of information on activities of the project, working closely with the Communications Officer;
- 3.13 Liaise and coordinate with the World Bank Task Team Leader, Co-Task Team Leader and the Team for the project for the smooth execution of the project activities;
- 3.14 Help design and maintain a record-keeping system for all project correspondence between the PCU and implementing agencies and the World Bank;
- 3.15 Responsible for establishing effective management systems including procedures for maintenance and security of equipment and other assets;
- 3.16 Provide support to the organization of Project Steering Committee meetings, including preparation of technical papers and information, recording of proceedings, follow-up actions and communication.

#### **Key Deliverables**

- Set performance targets of Technical Implementation Committees
- Overall project implementation plan
- Project management policies and procedures including administrative policies on attendance and discipline
- Report on discipline of project staff
- Performance reports on project staff
- Consolidated annual and quarterly project performance reports
- Reports on the proceedings of the Steering Committee
- Annual and Quarterly work plans of position

#### **4. Qualifications and experience Qualifications**

##### **4.1 Qualifications**

The Project Coordinator should have the following minimum Qualifications: a) Post-graduate degree in Public Policy, Public Administration, Economics, Public Administration or other relevant fields.

## **4.2 Experience**

Minimum of fifteen years (15) of professional experience, in the public or private sector in institutional development, economic governance or program management, with weight given to experience in:

- a) At least five years of experience in government programs/projects as a senior manager, senior policy advisor, or project implementation lead
- b) Demonstrated proven track record in bureaucratic and legislative experience, including conducting major policy and legislative reviews, providing reporting, and recommendations on capacity development, policy issues, and project implementation
- c) Experience in liaising with senior officials both within and out of government, and leading project implementation
- d) Track record in dealing with multiple stakeholders, and coordinating with government agencies, development partners and non-governmental actors
- e) Fluency in spoken and written English and Somali, and excellent communication skills
- f) Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use; g) Strong interpersonal and relationship-building skills.

## **5. Reporting and Other Deliverables**

- The Project Coordinator will report to the Permanent Secretary at OPM, and work under the overall guidance of the Project Steering Committee
- Language Reports and other documents shall be submitted in English.

## **6. Language**

Reports and other documents shall be submitted in English.

**7. Location and Duration** As shown below.

### **7.1 Starting period and duration of assignment:**

Indicative start date is August 2017. The contract is expected to run for a period of one year with possible extension subject to satisfactory performance. The Project Coordinator will have a three months' probationary period.

### **7.2 Location of the assignment**

The duty station is Mogadishu, Somalia. The Project Coordinator will be based in the PCU located within the Office of the Prime Minister.

### **7.3 Facilities to be provided**

The OPM will provide the Project Coordinator with office facilities, essential utilities, office services, stationery and office supplies and use of a computer, printer, scanner and photocopying machine. In addition, OPM will provide copies of all the documents the Project Coordinator may need to discharge his/her functions; and will assist in liaising with other project implementing MDAs and the EAFS. The OPM will provide transport to the Project Coordinator for his official duties.

**How to Apply:**

How to apply Confidential applications can be addressed to  
Mr. Omar Abdi, Capacity Injection Mechanism Coordinator,  
National Civil Service Commission,

E-mail [somalia.ncsc.cim02@gmail.com](mailto:somalia.ncsc.cim02@gmail.com) and

Mohamed Keynan, Permanent Secretary, Office of the Prime  
Minister, Federal Government of Somalia

Email: [mkeynan@opm.gov.so](mailto:mkeynan@opm.gov.so),

Expressions of interest/applications and attachments:

Two referees and scanned copies of testimonials with only a  
Cover Letter and Curriculum vitae (CV) in WORD .doc or. docx  
format must be delivered, by 1500 hours of 8th August, 2017.