



Wasaaradda Horumarinta Haweenka iyo Arrimaha Qoyska

Puntland Ministry of Women Development & Family Affairs (MOWDAFA)

-JOB ADVERTISEMENT-

Job Title	Publication and Design Officer – Part time
Beneficiary Institution	Ministry of Women Development and Family Affairs – Puntland
Duty Location	Garowe, Puntland Somalia
Reporting Line	Director General with close working relationship with the communication and reporting specialist, regional coordination director, and M&E director
Duration	One year assignment subject to satisfactory performance
Advert release date	July 17, 2017
Closing date	July 28, 2017; 1700 Hrs
Start Date	ASAP
Position Type	Consultancy –Part time

Background:

The Ministry of Women Development and Family Affairs –Puntland aims to strengthen institutional capacity to promote feasibility in service delivery and increase citizen’s access to information and awareness of all activities and gender development issues championed by the Ministry as well as promote partners gender development programs. Thus, the Ministry in partnership with TIS+ program plans to enhance internal communication systems and capacity with focus to improve strategic communication that involves through production of quarterly magazine, communication and information sharing means including improving Ministry website, and social media platforms. Such plans will have overall contribution to reduce gender gaps in stabilization and development and enhances coordination among gender stakeholders and strengthen gender role in terms of socio, cultural, economic and political with improved living conditions.

In view of above, The Ministry of Women Development and Family Affairs –Puntland with technical support from Transitional Initiatives for Stabilization plus (TIS+) Program seeks to hire qualified technical expert for the position of Publication and Design Officer for a period of 12 months but on a part time basis for three days a week and will be based at the Ministry HQ in Garowe.

Purpose of the Position:

The publication and design officer will be responsible to provide technical leadership in areas of design Layout editors design and format for the quarterly magazine. Also, manage and improve existing Ministry website with the responsibility of continuously updating with the help of the communication and reporting specialist who will provide information and necessary data. The design officer will also provide design and layout all other Ministry information products, such as posters, calendars, brochures, business cards, invitations and signs, as required in close collaboration with the communication and reporting specialist. The design officer, is also expected to perform information technology support services including software installations –printers, creating shared work networks between departments and developing database design.



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Scope:

Under the direct supervision of the Director General with close working relationship with the communication and reporting specialist, regional coordination director, and M&E director.

Specific duties and responsibilities might include;

- Design and layout Ministry's technical publications, including the quarterly magazine/news outlets, Technical Series Reports, Monthly and Quarterly Briefs and Updates, success stories and Press Releases
- Improve Ministry website design, layout in order to make the website representable and continue to feed information and update regularly to ensure all activities of the Ministry and partners are posted in the website with the help of communication and reporting specialist who will provide the content.
- Ensure accurate inputting of data received from various sources and partners into database;
- Perform data analysis by producing graphs, charts etc. As directed, design, format, insert information, and maintain and further develop the structure or format of the database, periodicals, newsletters, and other important information and activities related with the ministry, its work and with that of partners, and civil societies.
- Apply a wide range of media, including photography and computer aided design to design and produce layout communications products up to output stage in close collaboration with the communication and reporting specialist who will provide necessary information and content.
- Train staff on the use of the database; and Develop and maintain documentation database/design documentation and operating manual on how to use the database for any project; Maintain a web interface for the database,
- Be responsible for maintaining a comprehensive electronic archive of all work produced
- Maintain strict confidentiality in all aspects of the work;
- Perform other related duties as required

Deliverables:

1. Quarterly Magazine/news outlet – design and layout in association with the communication and reporting specialist. Ready product to be sent for printing
2. Improve existing Ministry website design and layout; perform and manage regular and special website content uploads in consultation with the communication and reporting specialist
3. Produce all media content designs and layout as well as reports



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Education and Qualification Requirements:

1. Minimum Requirements in education: University degree in Computer Sciences or related technical field including mass media, any Microsoft certifications in Access or SQL Server would be preferred
2. With minimum of 3 years work experience in database design or database administration, data management and data analysis, programming, customized reports, entering data, design and excellent skills in Adobe and Acrobat reader, newsletter designs, and structural format

Core Competencies:

- a. Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with the ministry
- b. Systematic and efficient approach to work assignments, must have Good judgment and analytical ability and ability to manipulate large data sets, and excellent attention to detail
- c. Applicant must employ a proactive approach to foresee road-blocks and resolve them along with excellent communication skills

Duty Location

The position holder will be posted at the Ministry of Women Development and Family Affairs – Puntland, to be based in Garowe – HQ of the Ministry with frequent travel to field locations.

Application Submission Date

Qualified and interested applicants are requested to submit their recently updated CV/Resume and a cover letter to following email: mowdafa.hr@gmail.com not later than **July 28, 2017 at 17:00 hour's** local time with the subject line as "**Communication and Reporting Specialist- MOWDAFA**"

No other manner of submission shall be accepted other than the mowdafa.hr@gmail.com email address.

Only shortlisted candidates will be contacted!

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY