



CALL FOR JOB APPLICATION

Country:	Somalia
Project:	Somalia Capacity Injection Project
Grant No:	P149971
Assignment Title:	Various Positions in Beneficiary Institution
Type of Appointment:	Regular Civil Service Position
Type of Contract:	Performance Based Contract
Duty Station:	Beneficiary Institution's Office in Mogadishu
Expected Start Date:	October, 2017
Reference No.:	FGS/CIM/Civil Service Recruitment/2017

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 Ministry of Public Works and reconstruction is among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. Ministry of Public and Reconstruction invites applications from qualified candidates for the following positions;

Competent candidates will be selected according to the Capacity Injection Mechanism and

Note: this recruitment strongly supports women's engagement and will support working women 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**, CIM Coordinator, National Civil Service Commission, E-mail somalia.ncsc.cim02@gmail.com and please make sure to copy cc, Salah Ahmed the Director General of the Ministry at e-mail: dgsalahmpwr@gmail.com with only a Cover Letter and Curriculum vitae (CV) in WORD .doc format must be delivered by 1500 hours of 17th September, 2017.

JOB DESCRIPTION FOR HEAD OF ACCOUNTING

1	Job Title	Head of Accounting
2	Department	administration and Finance
	Assignment Location	Mogadishu, MOPW
4	Grade Level	Stream A Level A3, Step 1
5	Reporting To	The Director, Administration and Finance
6	Job Purpose	The Head of Accounting and Reporting is responsible for the overall technical, administrative and management of the section. The incumbent is a career senior civil servant appointed through a competitive process and is responsible for providing leadership and vision for achieving goals of the Section. He/ She shall be responsible for providing technical and professional support to the Director, Administration and Finance
7	Objectives of the Job	<ul style="list-style-type: none"> • To provide effective leadership and coordinate activities of the accounts section • To provide timely and accurate financial reporting
8	Duties and Responsibilities	<ol style="list-style-type: none"> 1. Establish an accounting system to manage and maintain the accounting requirement for the ministry. 2. Management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports; 3. Prepare monthly financial statement (report) for further analysis; 4. Ensure regular monitoring of the bank account (s); 5. Monitor (i) cash flows and (ii) working capital; 6. Carry out calculation of the payroll for all staff with in ministry on the basis of valid contracts; 7. Prepare internal invoices for the personal use of the ministry assets; 8. Maintain payment records of all invoices received; 9. Ensures the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports. 10. Prepares the monthly financial report based on the

		<p>accounting application, with all necessary justifying documentation (invoice, bank drafts).</p> <p>11. Maintain payee statement records of all suppliers and service providers.</p> <p>12. Carry out payment of all regular area of office expenses such as office</p> <p>13. rental, telecommunication (telephone, fax, internet etc.) bills, advances, etc;</p> <p>14. Maintain petty cash transactions, including writing receipts, preparing payment request forms, and disbursement of cash and clearance of advances.</p> <p>15. Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;</p> <p>16. Reconcile all balance sheet accounts and maintain records on file</p> <p>17. Mentor and coach accounting staff within the ministry</p>
9	Deliverables	<p>The Head of Accounting and Reporting will be responsible for the production of the following deliverables:</p> <ol style="list-style-type: none"> 1) Department strategic plan 2) Annual plans and budgets 3) Annual financial estimates 4) Reports on policy decisions implementation 5) Human capacity building programmes and reports 6) Reports on ministerial projects, programmes and action plans 7) Quarterly and annual accounting audits and management and progress reports 8) Accurate accounting policies, procedures and security control systems
10	Education	<ul style="list-style-type: none"> • university degree in accounting or any other relevant field
11	Experience	<ul style="list-style-type: none"> • Minimum 3 years' experience working in a similar field

12	Skills Mix Requirements	<ul style="list-style-type: none">• Excellent team player with a proven track record of working with multi stakeholder community• Strong interpersonal, communication and presentation skills• Languages needed: Somali and English• Other Requirements: Competence, Integrity and Professionalism
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