



## CALL FOR JOB APPLICATION

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

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](mailto: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](mailto:dgsalahmpwr@gmail.com) with only a Cover Letter and Curriculum vitae (CV) in WORD .doc format must be delivered by 1500 hours of 17<sup>th</sup> September, 2017.

## JOD DESCRIPTION FOR HEAD OF ADMINISTRATION

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| 1 | <b>Job Title</b>                   | Head of Administration  |
| 2 | <b>Department</b>                  | Administration and Finance  |
| 3 | <b>Assignment Location</b>         | Mogadishu, MOPWR Office   |
| 4 | <b>Grade Level</b>                 | Stream A Level 3, Step 1  |
| 5 | <b>Reporting To</b>                | Director of Administration and Finance  |
| 6 | <b>Supervisory Responsibility</b>  | Administration Department staff   |
| 7 | <b>Job Purpose</b>                 | The Head of Administration 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 of Administration and Finance  |
| 8 | <b>Objectives of the Job</b>       | <ul style="list-style-type: none"> <li>• To develop the overall MOPW growth and transformation strategy including its long-term strategic direction to guide systematic, consistent and sustainable development of MOPW and all its departments</li> <li>• To provide strategic and day to day operational administrative direction of the function</li> <li>• To create and maintain the administrative systems in the ministry To maintain confidentiality over personal information relating to staff in the ministry</li> </ul>   |
| 9 | <b>Duties and Responsibilities</b> | <ol style="list-style-type: none"> <li>1. Reviewing Local Labor Laws with Ministry employment contract package. Advising departments on HRM.</li> <li>2. Ensure HR policies &amp; processes are in place and adhered to and implementation of HR policies and strategies</li> <li>3. Assist the finance unit with the processing of payroll, pension and other statutory requirements stipulated by the Ministry of Finance and National Civil Service Commission</li> <li>4. Develop and implement progressive career structures and reward systems for employees to enhance employee motivation and retention in the ministry</li> <li>5. Organizing, structuring, cleaning, then putting in place</li> </ol> |

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|  |  | <p>and maintaining a decent filing system on the common admin drives.</p> <ol style="list-style-type: none"><li>6. Putting in place and maintaining follow up tools and archiving system for all the Ministerial documents and the Purchase orders of the ministers.</li><li>7. Maintaining and updating administrative files with necessary confidentiality where required Translating and interpreting as require.</li><li>8. Supervision of all administrative staff</li><li>9. In collaboration with all the said offices, fixing a strict work plan to make sure that all deadlines in terms of contracts or others are all respected well in advance. If any new contract or activity needs to be drawn/undertaken, making sure it will be planned and action will be taken.</li><li>10. Organizing interviews and providing support to selection panel in the organization of evaluation and recruitment procedures.</li><li>11. Drafting and updating welcome package of new recruited personnel (both national and international).</li><li>12. Assessing staff performance and coordinating coaching and mentoring as need be</li><li>13. Ensure that all adminsitirative systems are accurate and well maintained</li><li>14. Monitor costs and expenses to assist in budget preparation</li><li>15. Assisting in the training, briefing and welcoming of newly recruited personnel. This task includes also induction training to temporary personnel employed within the ministry.</li><li>16. 'Ensure that all visitors are well received and attended to and that the office is kept clean. Provision of suitable inputs such as equipment, stationary and other utilities required.</li><li>17. Assist in coordination of activities for visitors to the field project and other sites including making hotel reservations and arranging transport in consultation with relevant officer.</li><li>18. Receive and transmit all faxes and keep record and the accounts/ ministry to be charged Receive and make</li></ol> |
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|    |                     | <p>telephone calls and keep record of all these calls and the relevant accounts or projects to be charged.</p> <p>19. Maintain a schedule of planned meetings and attend to routine correspondence and administration functions especially in the absence of the officers.</p> <p>20. Ensure that your supervisor and other officers on field trips receive necessary logistical support to make their trip/s successful.</p> <p>21. Provide photocopying and document binding and faxing services as requested.</p> <p>22. Provide errands, travel and banking services as required.</p> <p>23. Work with the relevant officers on arrangement of workshops/meetings materials.</p> <p>24. Drafting employees contracts</p> <p>25. Provide ministry development and management services support to ensure continuous reforms in the ministry including timely changes to organizational structures</p> <p>26. Update job descriptions and job requirements for all positions</p> <p>27. Coordinate implementation of the ministry's strategic plan</p> <p>28. All other duties as assigned by the supervisor</p> |
| 10 | <b>Deliverables</b> | <ul style="list-style-type: none"> <li>• Well maintained administrative systems</li> <li>• HR policies, procedures and systems</li> <li>• Well maintained establishment list</li> <li>• Clean payroll and personnel files for all employees</li> <li>• Employees performance management and competency reports</li> <li>• Well maintained performance appraisal system</li> <li>• Clear job descriptions and grading for all job positions</li> <li>• Training plans for each staff</li> <li>• Annual work plans and budget of the section</li> <li>• Quarterly and annual progress reports</li> <li>•</li> </ul>   |
| 11 | <b>Education</b>    | <ul style="list-style-type: none"> <li>• A minimum of 1<sup>st</sup> Degree in business/public administration, finance, or related discipline from a recognized University or equivalent professional qualification</li> </ul>  |

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|    |                                | <ul style="list-style-type: none"> <li>• A Master’s Degree in relevant policy planning and management discipline will be an advantage</li> <li>• Courses in HRM are an asset</li> </ul>  |
| 12 | <b>Experience</b>              | <ul style="list-style-type: none"> <li>• Languages needed: Somali and English</li> <li>• Other Requirements: Competence, Integrity and Professionalism</li> <li>• Experience in staff supervision is an advantage</li> </ul>   |
| 13 | <b>Skills Mix Requirements</b> | <ul style="list-style-type: none"> <li>• Governance</li> <li>• Change management</li> <li>• Leadership and development</li> <li>• Problem-solving techniques</li> <li>• Detail orientated</li> <li>• Blend of analytical, observational, organisational and networking skills</li> <li>• Strategic planning and benchmarking</li> <li>• Project management</li> <li>• Performance measurement</li> <li>• Team building and management</li> <li>• Monitoring and evaluation</li> <li>• ICT skills</li> <li>• Report writing</li> <li>• Excellent oral and written English and Somali languages</li> </ul> |
| 14 | <b>Competency Requirements</b> | <ul style="list-style-type: none"> <li>• Gives objective advice based on sound analysis</li> <li>• Focuses on outcomes</li> <li>• Gives purpose and direction</li> <li>• Thinks strategically</li> <li>• Involves people in decision-making</li> <li>• Communicates effectively</li> <li>• Demonstrates commitment to organization / corporate decisions</li> <li>• Displays an intelligent awareness of the political environment</li> <li>• Prepares plans with clear short and long term objectives</li> <li>• Functions effectively in a team of professionals</li> </ul>                            |