



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 PUBLIC AND INTERNATIONAL RELATIONS
AND COMMUNICATION UNIT**

1	Job Title	Head of public and International relations and communication
2	Department	Public relations
3	Assignment Location	Mogadishu, MOPW
4	Grade Level	Stream A Level A3, Step 1
5	Reporting To	The Director General, MOPW
6	Job Purpose	The Head of Public and International Relations and Communications 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 General
7	Objectives of the Job	<ul style="list-style-type: none"> • To develop and execute strategies that create and uphold a positive image for the ministry • To enhance cohesive working relationship with members of the media and the public • To manage and coordinate overall public relations and communication in the ministry • To provide accurate and timely reporting on progress of implementation and public relations policies, strategies and programmes
8	Duties and Responsibilities	<ol style="list-style-type: none"> 1. Develop and manage communication strategies and plans to promote policy, program and service delivery initiatives within the ministry's portfolio. 2. Provide strategic advice to internal clients regarding effective management of communication issues and opportunities 3. Lead stakeholder engagement through the management of key relationships to ensure effective two way communication and profiling of the ministry; 4. Drive and deliver a best practice approach to internal and external communications to support information sharing,

		<p>community understanding and reputation across the sector;</p> <ol style="list-style-type: none"> 5. Develop and publish targeted information about the FS and ministry policies, programs and services; and legislation. 6. Provide a highly effective externally facing media service and press release services; 7. Utilize comprehensive market research data, to shape communication, marketing and advertising campaigns to advance the vision and goals of the ministry; 8. Ensure excellent leverage from protocol opportunities in support of international engagement and strategic collaborations; 9. Oversee the delivery of high quality events that celebrate and enhance the reputation of the ministry; 10. Deliver an industry sponsorship program that provides return for investment and demonstrates strategic merit for ministry. 11. As part of the OPM senior leadership team, foster collaborative, cooperative approaches to working with other senior executives across the ministry and provide leadership and guidance of staff ensuring that the ministry has the capabilities to deliver on its responsibilities and achieve desired outcomes now and into the future. 12. Contribute to the budget and strategic and business planning processes of the ministry to ensure implications for strategic initiatives, key legislative requirements, FGS targets and performance are represented and considered. 13. To ensure the effective management of the department, including supervision and assessment of staff members and allocation of functions between them, management of budget, staffing and resources, and ensuring that all rules relating to budget and resource management are observed 14. Organise and create media appearances for the minister and craft communication responses for the ministry in liaison with the head of legal unit
9	Deliverables	The Head of public and International relations and communication will be responsible for the production of the

		<p>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 ministerial projects, programmes and action plans 5) Resource mobilization strategies 6) Monthly, quarterly and annual progress reports 7) Media and public communications programmes 8)
10	Education	<ul style="list-style-type: none"> • A university degree in Mass Media, public relations 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 • Languages needed: Somali and English • Other Requirements: Competence, Integrity and Professionalism