



## 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.

## JOB DESCRIPTION FOR THE POLICIES DEVELOPMENT ADVISOR

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| 1 | <b>Job Title</b>                   | Policies Development Advisor   |
| 2 | <b>Department</b>                  | Policy, Planning and M&E   |
|   | <b>Assignment Location</b>         | Mogadishu, MOPWR Officer   |
| 4 | <b>Grade Level</b>                 | Stream B, Level 2, Step 1  |
| 5 | <b>Reporting To</b>                | The Director General, MOPWR  |
|   | <b>Supervisory Responsibility</b>  | Director of Policy Planning and Research   |
| 6 | <b>Job Purpose</b>                 | The Polices development advisor will be responsible for reviewing and upgrading the current policies at the ministry and developing policies to restore the complete mandates of the ministry. He/ She shall be responsible for providing technical and professional support to the ministry in general, in line with policy development   |
| 7 | <b>Objectives of the Job</b>       | 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   |
| 8 | <b>Duties and Responsibilities</b> | <p>The Polices development advisor will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Coordinates technical inputs from all departments/departments and works closely with them to develop organization's strategic plan and implementation guidelines, and ensures copies are made available to all departments and departments</li> <li>2. Coordinates annual budget estimates of departments and develops organization's annual budget, and submits to the Director General</li> <li>3. Supervises research on various subjects in subject areas relevant to the policy planning and delivery of organization's mandate</li> <li>4. Develops and ensures implementation of procedures and guidelines to safeguard the quality of research data during production, collation and processing, storage and retrieval, protecting certified statistics of the organization from being tampered with</li> <li>5. Ensures timely compilation and distribution of research data relevant create strategic vision of the ministry by</li> </ol> |

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|    |                     | <p>getting inputs from other departments</p> <ol style="list-style-type: none"> <li>6. Developing policy and procedures for planning, monitoring and evaluation</li> <li>7. Ensuring that policy decisions and other measures of the department in the Ministry are implemented efficiently and effectively</li> <li>8. Provides technical inputs on monitoring and evaluation parameters to improve planning, programming and implementation of policies and programmes of the Ministry</li> <li>9. Coordinating the preparation and implementation of monitoring and evaluation policies and procedures</li> </ol>   |
| 9  | <b>Deliverables</b> | <p>The Polices development advisor will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> <li>• Policies and procedures for planning, monitoring and evaluation</li> <li>• Guidelines for policy planning, analysis, formulation and delivery</li> <li>• Department strategic plan</li> <li>• Annual plans and budgets</li> <li>• Annual financial estimates</li> <li>• Reports on policy decisions implementation</li> <li>• Monitoring and evaluation policies and procedures</li> <li>• Quarterly monitoring reports</li> <li>• Human capacity building programmes and reports</li> <li>• Annual impact evaluation report</li> <li>• Reports on ministerial projects, programmes and action plans</li> <li>• Resource mobilization strategies</li> <li>• Reports on public and private development projects</li> <li>• Reports on staff performance appraisal</li> <li>• Quarterly and annual progress reports</li> </ul> |
| 10 | <b>Education</b>    | <ul style="list-style-type: none"> <li>• A minimum of Master Degree in Planning or related discipline from a recognized University or equivalent professional qualification</li> <li>• A PhD Degree in relevant policy planning and management discipline will be an advantage</li> </ul>  |
| 11 | <b>Experience</b>   | <ul style="list-style-type: none"> <li>• 10 years' experience, Six (6) of which must have been at the senior policy advisor in the public service</li> </ul>   |

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| 12 | <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>• 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>   |
| 13 | <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> |