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## CALL FOR JOB APPLICATION

<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 Institutions</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 Office in Mogadishu</b>
<b>Expected Start Date:</b>	<b>September, 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 Programmed to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this. The below beneficiary institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. Presidency and National Civil Service Commission of the federal government of Somalia 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, OOP Chief of Staff at e-mail: [Cos@presidency.gov.so](mailto:Cos@presidency.gov.so) with only a Cover Letter and Curriculum vitae (CV) in WORD .doc format must be delivered by 1500 hours of 27<sup>th</sup> October, 2017.

## JOB DESCRIPTION FOR THE DIRECTOR OF COMMUNICATION AND PUBLIC RELATIONS

<b>1. Job Title</b>	Director of Communication and Public Relations
<b>2. Department</b>	Media and Communication
<b>3. Assignment Location</b>	Mogadishu, Office of the President
<b>4. Duration</b>	1 year (with possibility of extension)
<b>5. Grade Level</b>	Stream A, Level A2, Step 1
<b>6. Reporting To</b>	Director General
<b>7. Supervisory Responsibility</b>	The Director of Media and Communication will be directly responsible for the supervision of the employees in the Section
<b>8. Job Purpose</b>	The Director of Media and Communication the functional Head of the section. He/ she is responsible for the overall technical, administrative and financial 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
<b>9. Objectives of the Job</b>	<p>Overall management and coordination of both internal and external communication and public relations for the office of the President</p> <ul style="list-style-type: none"> <li>• To create, maintain, and protect OoP's reputation, enhance its prestige, present a favourable image and create goodwill for the OoP</li> <li>• Provide effective leadership, enabling the section to improve performance of its functions and achieve set results</li> <li>• Provide accurate and timely reporting on progress of implementation of public relations policies, strategies and programmes</li> <li>• To assist with the establishment and maintenance of lines of communication, understanding, acceptance and cooperation between the Presidency, the media and the public</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide protocol services in accordance with the national policies &amp; practices and diplomatic privileges of the office of the president</li> </ul>
<p><b>10. Duties and Responsibilities</b></p>	<p>The functions of Media and Communication will be:</p> <ul style="list-style-type: none"> <li>• Develop and implement necessary guidelines and mechanisms pertaining to the delivery and dissemination of information relating to the policies, programs, official activities and achievements of the President and the Executive Branch;</li> <li>• Develop, manage and operate viable government-owned or controlled information dissemination structures / facilities to provide the Office of the President in particular, and the Executive Branch in general, access to the people as an alternative to the private mass media entities;</li> <li>• Setup and maintain local and international field offices, where necessary, to ensure that accurate information from the President and the Executive Branch is promptly and efficiently relayed, delivered and disseminated to intended target audiences;</li> <li>• Coordinate and cultivate relations with private media;</li> <li>• Supervised, manage and administer the OP Website, bulletin and the Web Development Office.</li> <li>• Planning and directing communication programs designed to create and maintain a favorable public image for the Presidency</li> <li>• Maintaining a positive image of the Presidency and management of special events such as sponsorships, social and cultural gatherings, or other activities the Presidency supports in order to gain public attention through the media without advertising directly</li> <li>• Producing films and other video products, regulating their distribution, and coordinating safekeeping in a film library.</li> <li>• Bridging between the Presidency, the media, and</li> </ul>

	<p>other organizations</p> <ul style="list-style-type: none"> <li>• Preparing materials and brochures for publication and distribution to inform the public on the activity of the Ministry.</li> <li>• At the request of Chief of Staff participating meetings, within and outside the country in order to provide accurate information to the public;</li> <li>• Cooperating with the media in organizing press conferences and interviews as well as providing information and drafts summaries of media presentation</li> <li>• Issuing statements, announcements, reports and other publications to public opinion.</li> <li>• Issuing regular, monthly, quarterly and annual reports</li> </ul>
<p><b>11. Deliverables</b></p>	<p>The Director of Media and Communication will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> <li>• Public and International Relations Strategy and work plans</li> <li>• The strategic plan for the section</li> <li>• Strategic management and overall administration of the Public Relations section</li> <li>• Media and public communication programmes Monthly, quarterly and annual progress reports</li> <li>• Guidelines and mechanisms pertaining to the delivery and dissemination of information relating to the policies, programs, official activities and achievements of the President and the Executive Branch;</li> <li>• Source of all media communications</li> <li>• Established performance and delivery targets of Directorate</li> <li>• Operational budget of the department</li> <li>• Annual staff appraisal reports</li> </ul>
<p><b>12. Education</b></p>	<ul style="list-style-type: none"> <li>• A minimum of 1<sup>st</sup> Degree in Public/International Relations, Political science, Communication, or related discipline from a recognized University or equivalent professional qualification</li> <li>• A Master's Degree in International Relations will be</li> </ul>

	an advantage
<b>13. Experience</b>	Five years' experience, (2) of which must have been at the senior management level in the public service Experience in diplomatic and protocol practices will be an added advantage
<b>14. 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, organizational 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>
<b>15: 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>