


<p><b><u>DAWLADDA PUNTLAND</u></b>  <b><u>EE SOOMAALIYA</u></b>  <b><u>Hay'ada Shaqaalaha</u></b>  <b><u>Rayidka ah Puntland</u></b></p>		<p><b><u>PUNTLAND GOVERNMENT</u></b>  <b><u>OF SOMALIA</u></b>  <b><u>Puntland Civil Service</u></b>  <b><u>Commission</u></b></p>
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**JOB DESCRIPTION FOR DIRECTOR**  
**Institute of Public Administration & Management (IPAM), Puntland State University**

Job Title:	Director
Department:	Institute of Public Administration & Management (IPAM)
Assignment Location:	Puntland State University (PSU), Puntland Government of Somalia
Grade Level:	<u>Stream A, Level A1, Step 1</u>
Duration:	One (1) year, renewable for additional Two (2) years upon satisfactory performance verified by the Government and the World Bank
Reporting to:	Vice chancellor and closely work with Ministry of Labour Youth and Sports (MoLYS) and Puntland Civil Service Commission (PCSC)
Supervisory Responsibility:	All administrative and academic staff of the IPAM
Job Purpose:	The job holder will implement, coordinate, oversee, and direct public sector activities and policies at various levels in the institute. He/She will provide innovative, visionary, ethical, and strategic leadership and will be responsible for the IPA's management including, but not limited to, efforts that: (a) strengthen the research, academic and training programs; (b) exercise sound financial decisions including managing resources wisely, maintaining sound budgetary practices, and allocating resources to the wider benefit of the IPA; (c) assess fundraising opportunities for the IPAM; (d) enhance the diversity in the IPA; (e) develop the partnership between IPAM, regional and global academic/training institutions, civil service, donors and the Somali Community; and (f) responsible for the technical financial and administrative functions of IPAM.
Objectives of the Job	<ul style="list-style-type: none"> <li>• To ensure efficient and effective co-ordination, implementation and monitoring of training policies and programs</li> <li>• To develop and enhance professionalism and work ethics in the civil service workforce</li> <li>• To enhance skills and knowledge of civil servants to be able to compete globally.</li> </ul>
Duties and Responsibilities	<p><b>Management of the academic/training functions</b></p> <ul style="list-style-type: none"> <li>• Planning, organizing, ensuring quality preparation and delivery of training</li> <li>• Oversee undergraduate and postgraduate admissions</li> <li>• Managing trainers and consultants</li> <li>• Maintain quality of training reports</li> <li>• Maintain quality and integrity of the IPAM's curriculum</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate faculty recruitment, orientation, development, mentoring, scholarships, teaching and supervising students</li> <li>• Deliver training sessions</li> <li>• Evaluate all academic programs at the IPAM</li> <li>• Follow-up on trainees of the institute</li> <li>• Responsible for the evaluation of training programs of the institute and responsible for the implementation of the training of trainers and other respective areas of training</li> <li>• Liaise with the resource persons with regard to training sessions</li> <li>• Maintain training records and materials</li> <li>• Organize activities of specialization coordinators; working with other service units on faculty development matters</li> <li>• Oversee the designing/updating of Training Information Systems</li> </ul> <p><b>Leadership/Strategic Management and Administrative responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide leadership, conduct and implement strategic planning</li> <li>• Effectively manage all the projects and programs of the IPAM</li> <li>• Provide oversight and support for student recruitment and retention activities at the IPAM</li> <li>• Maintain the quality of the IPAM and provide visionary leadership in the development of new programs</li> <li>• Coordinate and promote academic proposals, changes, reviews, and other academic matters with the other faculties in the PSU, and other local, regional and international institutions of higher learning</li> <li>• Facilitate interactions and act on behalf of the IPA to collaborate and build relationships with other universities (local, regional and international) and represent the IPAM positively in interactions with professional and academic groups at local, regional and international levels</li> <li>• Oversee adherence to the policies and procedures of the PSU, in general and the IPAM, in particular</li> <li>• Develop external relationships for the purposes of: (i) enhancing student placement opportunities; and (ii) providing meaningful community outreach opportunities for students and the faculty</li> <li>• Develop and implement a communication plan to create awareness of IPA programmes</li> <li>• Establish a sound communication network and to ensure effective communication at all levels within the IPAM</li> </ul> <p><b>Finance and Procurement responsibilities</b></p> <ul style="list-style-type: none"> <li>• Working closely with the PCU and EAFS unit provide adequate logistics and prompt payment of staff (both academic and administrative)</li> <li>• Oversee grant and development activities/opportunities on behalf of the</li> </ul>
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	<p>IPAM</p> <ul style="list-style-type: none"> <li>• Understand the financial complexities of staffing, grant procurement, academic programming, and infrastructure maintenance and development</li> <li>• Identify, formulate, design, cost and manage training programs</li> <li>• Responsible for managing and monitoring the IPAM budget</li> <li>• Prepare the IPA work plan, training calendar and budget</li> <li>• Provide administrative support in training activities of the civil servants</li> <li>• Co-ordinate logistics in training classes</li> <li>• Perform such other relevant duties and responsibilities as may be requested by management from time to time</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• IPAM Annual Work Plan and budget</li> <li>• Published training programs</li> <li>• Training impact reports</li> <li>• Pre-training assessment reports</li> <li>• Post-training evaluation reports</li> <li>• Training calendar and budget</li> <li>• Curriculum of IPAM</li> <li>• IPAM strategic plan</li> <li>• Quarterly and Annual reports</li> <li>• Progress report on gender parity in all trainings</li> <li>• Schedule of academic calendar (Quarterly)</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Minimum of a Master's degree with 8 years' post qualification experience of which 3 years should be in a tertiary training institution</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Three (3) to five (5) years of teaching experience in the delivery and planning of training at the graduate level</li> <li>• Knowledge of accreditation processes, as appropriate</li> <li>• Experience in faculty/staff development, supervision, and evaluation</li> <li>• Have an understanding of e-learning techniques</li> <li>• Possess good organizing, administrative and managerial skills</li> <li>• Possess excellent communication and interpersonal skills</li> <li>• Be proficient in the use of information technology</li> <li>• Fluency in Somali and English</li> </ul>
Skills mix requirements	<ul style="list-style-type: none"> <li>• Pedagogical skills</li> <li>• Time management</li> <li>• People management</li> <li>• Curriculum development</li> <li>• Self-motivation and interpersonal communication skills</li> <li>• Computer skills in MS Office</li> <li>• Record keeping</li> </ul>
Competency requirements	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Excellent leadership skills</li> <li>• Research and problem-solving and analytical skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Interpersonal and decision-making skills</li> <li>• Communication, teamwork, and human relations skills</li> <li>• Ability to work independently as required</li> <li>• Strategic thinking ability (ability to think critically, ask questions, and challenge unsubstantiated opinions and understand issues from different perspectives)</li> <li>• Ability to maintain confidentiality</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Be familiar with the PSU strategic plan (its mission, vision, values and goals)</li> <li>• Understand the PSU governance policies, structures, programs and services</li> <li>• Demonstrates financial acumen</li> <li>• Demonstrates emotional acuity</li> </ul>
Working conditions and travel requirements	<p>Some travel may be required both locally and internationally.</p> <p>Work is performed primarily in a standard office environment. Work involves operation of personal computer equipment for six to eight hours daily and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions as necessary</p>