

**DAWLADDA PUNTLAND
EE SOOMAALIYA**



**PUNTLAND STATE
OF SOMALIA**

CIVIL SERVICE COMMISSION(PCSC)

**Puntland State of Somalia
Civil Service Commission**

Background

As part of the design and implementation of the Somalia Capacity injection Project (CIP), the Government of Puntland and the World Bank have agreed on priority areas of intervention within the framework of the World Bank / UNDP joined up approach to capacity development.

Puntland as a major beneficiary of the CIP will be supported to improve capacity to perform key government functions, strengthen its policy capabilities and improve civil service management including support to improve institutional, organizational and individual level capacity to improve public sector performance. Organizational performance is directly dependent on the quality of staff performing well-defined functions on the basis of clearly defined mandates and availability of appropriate tools and enabling work conditions. The CIP aims to support the Government of Puntland to conduct a rapid assessment of mandates, functions and staffing requirements of ministries, departments and agencies (MDAs) including taking them through a visioning process to define their vision, mission and value system. These activities are consistent with outcomes of the public sector reform dialogue initiated by the Puntland Government in 2012 in the areas of (i) public finance and procurement; (ii) human resources management and capacity development; (iii) improving institutional performance; and (iv) services delivery.

1. Job Title	Director of Statistics
2. Department	Statistics
3. Assignment Location	Garowe, Ministry of Planning and International Cooperation
4. Grade Level	Stream A, Level 2 Director
5. Reporting To	The Director General, Ministry of Planning and International Cooperation
6. Supervisory Responsibility	The Director, Statistics will be directly responsible for the supervision of Heads of Sections of the department

<p>7. Job Purpose</p>	<p>The Director, Statistics is the functional Head of the Department. He/ she is responsible for the overall technical, administrative and financial management of the Department. 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 Department. He/ She shall be responsible for providing technical and professional support to the Director General.</p>
<p>8. Objectives of the Job</p>	<ul style="list-style-type: none"> • Conducting research and preparation of reports and plans to resolve economic and social problems and developing models to analyse explain and forecast socio-economic behaviour and pattern. • Provide effective leadership, enabling the Department to improve performance of its functions and achieve set results • Provide accurate and timely reporting on progress of implementation of statistics policies, strategies and programmes.
<p>9. Duties and Responsibilities</p>	<p>The functions of Director, Statistics will be:</p> <ul style="list-style-type: none"> • Developing 3 -year statistics strategic plan • Coordinating economics, social, population, housing and environment roles, programs and work plans • Conducting research, monitoring data, analysing information and preparing reports and plans to resolve economic and social problems; and developing models to analyse, explain and forecast socio-economic behaviour and pattern. • Ensuring adequate provision of administrative and financial support to all departments of the MoPIC • Coordinating the implementation of financial procurement, human resource management, ICT roles in the department • Coordinating the preparation of department's annual financial and procurement plans and budgets and monitoring their implementation • Collection of relevant statistical information: surveys, indicators, maintenance of a statistical database to support data analysis, and forecasting • Studying historical trends for the whole economy as well as analysing the current macroeconomic and providing quantitative techniques to formula economic models that help to explain economic relationships that can be used to forecast future trends

	<ul style="list-style-type: none"> • Collecting and recording housing census and maintain a development monitoring database. • Extracting and analysing statistics on social topics for publication presentation at seminars/conferences. • Ensuring statistical standards for statistics in all Puntland Ministries and Agencies • Collecting information on Puntland needs for aids, and external economic support, and prepare analytical studies in this topic. • Building a data base for the indicators of the PD agenda and publishing follow up and analysis reports. • Setting up a database for the sectorial indicators that will help learn about the development of the sector • Regular collection and elaboration of Puntland exchange rates data • Developing and operating a Puntland statistics database • Preparing Puntland facts and figures booklet • Contributing to the MoPIC web portal (basic set of Puntland statistics) • Collecting and archiving all statistics material from Puntland sources • Developing and implementing a capacity-building program and specific training courses on statistics • Overseeing the general welfare and discipline of department staff in accordance with civil service rules and regulations and security policy of MoPIC • Coordinating the development and implementation of departmental staff training plans • Preparation and implementation of annual work plans and budget • Coordinating the preparation of quarterly and annual progress reports • Represent Puntland at internal and international statistics events.
<p>10. Deliverables</p>	<p>The Director, Statistics will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> • The 3 year strategic plan for the department • The economics, social, population, housing and environment programs and work plans • Strategic management and overall administration of the Department • Report on support to the MoPIC • Monitoring and evaluation report on the implementation of Statistics department

	<ul style="list-style-type: none"> • Issue progress reports on the implementation of department decisions/resolutions • Improved department documentation and records management system • Coordinate the finance, procurement, human resources, administration and ICT roles in the department • Monthly, quarterly and annual progress reports
11. Education	<ul style="list-style-type: none"> • A minimum of 1st Degree in Statistics or related discipline from a recognized University or equivalent professional qualification • A Master's Degree in Development Economics will be an advantage
12. Experience	Seven years' experience, four (4) of which must have been at the senior management level in the public service
13. Skills Mix Requirements	<ul style="list-style-type: none"> • Governance • Change management • Leadership and development • Problem-solving techniques • Blend of analytical, observational, organisational and networking skills • Strategic planning and benchmarking • Project management • Performance measurement • Team building and management • Monitoring and evaluation • ICT skills • Working knowledge of data processing and analytical software (SPSS, STATA, CSPro) • Report writing • Excellent oral and written English and Somali languages
14: Competency Requirements	<ul style="list-style-type: none"> • Gives objective advice based on sound analysis • Focuses on outcomes • Gives purpose and direction • Thinks strategically • Involves people in decision-making • Communicates effectively • Demonstrates commitment to organisation/ corporate decisions • Displays an intelligent awareness of the political environment • Prepares plans with clear short and long term objectives

	<ul style="list-style-type: none">• Functions effectively in a team of professionals
Language Requirements	<ul style="list-style-type: none">• Excellent oral and written English and Somali languages is essential• Proof of language proficiency will be required
Review/Approval Time	<ul style="list-style-type: none">•
Monitoring and Progress Controls:	<ul style="list-style-type: none">•
Other Information	<ul style="list-style-type: none">• Demonstrated knowledge of statistics quality assurance is essential.• Working conditions are normal for an office environment.



PUNTLAND CIVIL SERVICE COMMISSION

Form RS 3.2 CIM Application for Positions

RECENT PHOTOGRAPH

Empty box for recent photograph

PLEASE COMPLETE IN FULL IN BLOCK LETTER USING BLACK OR BLUE INK

Position Applied for				
.....					
Personal Details					
Name: Given Names				<input type="checkbox"/> Male <input type="checkbox"/> Female	
.....					
Fathers Name.....			Any Other Names Used		
.....				
Date of Birth	Place of Birth	District	Province	Town	
...../...../.....		
Marital Status		<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other.....			
Permanent Address			Telephone/Mobile No.		
.....				
Present Address (if different)		Until	Telephone/Mobile No.		
.....	/...../.....		
.....					
Education					

Secondary Education		
School		
Grade Achieved	Year Passed	
Tertiary Education (University & Higher Education)		
University/College	Course	Duration/...../..... To/...../.....
Qualification Obtained <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate		
University/College	Course	Duration/...../..... To/...../.....
Qualification Obtained <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate		
Additional Qualifications, Further Study, Research		
1.....		
2.....		
3.....		
Prizes, Scholarships, Certificates, Etc.,		
1.....		
2.....		
3.....		
4.....		

Employment Record

Present Position Held or Latest Position Held		Description of work including supervisory duties
Name & address of employer
Title of job	
Period	.../.../... to .../.../...	
Present Salary per Month	
		If on GOVERNMENT OF PUNTLAND Grading please state Grade
	

Previous Positions Held – in reversed consecutive order

Name & address of employer	Duties (In order of importance) 1. 2. 3. 4. 5.
Title of job		
Period	.../.../... to .../.../...	

Name & address of employer	Duties 1. 2. 3. 4. 5.
Title of job	
Period	.../.../... to .../.../...	

Name & address of employer	Duties 1. 2. 3. 4. 5.
Title of job	
Period	.../.../... to .../.../...	

References

Name three (3) immediate former supervisors or managers who can comment on your professional experience. These must not include Relatives. Before nominating them you should have their permission to give their names

Name and Position	Employer	Email	Tel/Mob No.
1.			
2.			
3.			

Note: The discovery of any incorrect or misleading statement or deliberate omission could render any employment or contractual agreement void without compensation or repatriation.

Signature

.....

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Date:/...../.....

Professional / Civic Organizations membership
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Close Relatives, employed by the Government of Puntland - (Father, Brothers, Uncles, Mother, Sisters)	Full Name of Relative(including maiden name)	Grade/Title	Relationship(Example,	Unit Employed	Date of Engagement
	1.				
	2.				
	3.				
	4.				
	5.				
6. Other Relatives					
Service in the Government of Puntland	Branch of Service:.....				
	Date Discharged: / /			Reason:	

Have you been convicted of an offence? If YES, give details.

NO

NOTE: The discovery of any incorrect or misleading statement or deliberate omission could render any

Applicant signature:

Date:...../...../.....

OFFICE USE ONLY

Application Received/....../....

Application Actioned/....../....

Officer that Action Application: