

<p>DAWLADDA PUNTLAND EE SOOMALIYEED WASAARADDA HOWLAHA GUUD, GAADIIDKA IYO GURYAYNTA.</p>		<p>حكومة بونتلاند الصومال وزارة الأشغال العامة، والنقل والإسكان</p>
<p>PUNTLAND GOVERNMENT OF SOMALIA MINISTRY OF PUBLIC WORKS, HOUSING AND TRANSPORT</p>		

TOR OF ADMINISTRATIVE OFFICER

Position Title:	Administration Officer
Programme:	Road Infrastructure Programme Somalia
Reporting to:	The Infrastructure Expert
Duration:	20 months depending on satisfactory or better performance
Duty Station:	Puntland Ministry of Public Works, Housing and Transport
Starting date:	6 Oct 2019
Closing date:	20 Oct 2019

1. Background

The Puntland Ministry of Public Works, Housing and Transport (MoPWH&T) is implementing the **Road Infrastructure Programme Somalia**, funded by the AfDB through the FGS MPWRH. The developmental objective of the programme is to support Somalia's economic growth by providing enhanced transport facilities that are reliable and cost effective and to improve connectivity, accessibility and transportation of goods, persons and service thereby supporting economic and social development as well as stability of the country as a whole. Further, the programme aims to improve the management of the road sector at the national and regional levels by reinforcing the capacities of federal and regional institutions that manage road infrastructure.

To execute the programme, the Ministry of Public Works, Housing and Transport is seeking to employ an Administrative Officer, who will carry out the administrative functions of the Programme. He/she will support the Infrastructure Expert and management staff to ensure effective implementation of the Galkayo-Faratoyo Rehabilitation and Resurfacing Road Project.

Reporting

The Administrative Officer will directly report to the Infrastructure Expert

The administrative officer is responsible for the majority of administrative duties. This person will manage employee records, organize files, answer calls, and provide support for the entire team. As an administrative officer, the ideal candidate will be highly organized and able to handle financial records and expenses

2. Duties and Responsibilities,

- Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed
- Creating, updating, and maintaining records and databases
- Updating office policies and procedures
- Scheduling programme calendar and updating as needed
- Preparing reports on expenses, office budgets, and other expenditures
- Supporting technical staff and Infrastructure Expert
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets
- Preparing correspondence, documentation, or presentation materials

3. Knowledge and Experience:

- Bachelor's Degree in BBA or equivalent
- At-least 7 years plus of overall administrative experience with broad financial and operations management experience
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars a must
- Team building skills
- Excellent problem-solving skills

The Puntland Ministry of Public Works, Housing and Transport (MoPWH&T) is inviting applications from qualified/motivated candidates who are interested to submit their CVs, certificates, experience credentials, and cover letters explaining, how they meet Job description. Each application should be addressed to the HR account: hr.mpwrhp5050@gmail.com not later than 20 Oct 2019

NB. Only short-listed candidates will be contacted