



PUBLIC SECTOR CAPACITY INJECTION PROJECT

CALL FOR JOB APPLICATIONS

Country: Somalia
Project: Somalia Capacity Injection Project
Grant No: P149971
Assignment Title: Various Positions in Beneficiary Institutions
Type of Appointment: Regular Civil Service Position
Type of Contract: Performance Based Contract
Duty Station: Ministry Office, Villa Somalia - Mogadishu
Expected Start Date: August 2016
Reference No.: FGS/CIM/Civil Service Recruitment/2015

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 Finance is among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies.

The Ministry of Finance of the federal government of Somalia invites applications from qualified candidates for the following positions;

Position	Type	Level
1. Senior Accountant	Advisor	Senior Expert Adviser
2. Senior Accountant	Civil Servant	Director
3. Cash Management Coordinator	Civil Servant	Director
4. Treasury Management Director	Civil Servant	Director
5. SMP Secretariat & reporting coordinator	Advisor	Specialist Adviser
6. Financial Governance Advisor (SMP Focal Point)	Advisor	Principal Adviser
7. Reporting Specialist (Somali Language)	Civil Servant	Senior Specialist

Competent candidates will be selected according to the Capacity Injection Mechanism and National Civil Service Commission recruitment manual and procedures. Further information and Detailed Terms of Reference can be obtained on the following website www.mof.gov.so/mof/vacancies, and at the address below during office hours i.e. 0900 to 1600 hours:

Note:

“This recruitment strongly supports women’s engagement and will support workingwomen 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**, Capacity Injection Mechanism Coordinator, National Civil Service Commission, E-mail somalia.ncsc.cim02@gmail.com and please make sure to copy cc, e-mail: sabriye04@gmail.com, with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or. docx format must be delivered, by 1500 hours of **July 24, 2016**.

“Applications addressed exclusively to the one of the above email addresses would not be considered”

Terms of Reference for Senior Accountant

Post Title:	Senior Accountant
Type:	Advisor
Reports To:	Accountant General
Duty Station:	Mogadishu
Stream, Grade, Level	Stream B2, Level 1
Contract duration:	One year

Position objective:

The Senior Accounting Advisor report to and supports the Accountant General with a wide variety of functions that include transactional processing, financial analysis, cost allocation, cash management and preparation of financial statements.

She/ He supports the implementation of financial and compliance controls. S/He serves as a key resource for the Ministry and provides daily financial oversight to ensure that the financial records are complete, accurate and comply with generally accepted accounting principles, policies and regulations, to facilitate solid decision support. The Senior Accounting Advisor also assists with capacity building efforts of Accounting General team. S/he will report to the Accounting General and proactively and cooperatively works with other departments' directors, management and staff to implement solutions as required.

Key Responsibilities under the direction of the Accountant General:

- Provide technical advice and guidance in the implementation of public accounting systems
- Provide advice and support the Office of the AG to maintain all financial records in line with approved accounting standards and in line with established internationally accepted accounting functions, policies & procedures and enabling to be IFRS compliant
- Develop accounting policy that establishes principles for government accounting, relevant for the current complexity of government accounting
- Monitoring compliance through periodic reviews and audits
- Developing financial reporting framework for external financial reporting to promote transparency and support informed management decision making
- Ensure that filing systems of all accounting records are satisfactory at all times and are readily available for reviews and audit purposes
- Build staff capabilities and enhance performance through coaching and transfer of knowledge and skills
- Safeguard integrity of Accounting records and conduct periodic review to ensure that integrity of the system is not compromised
- Foster and maintain good relationship with international financial institutions (IFI)

- Keep abreast of changes in financial regulations and legislations to ensure the accounting General staff are updated on new developments

Required education and experience:

- Bachelor's degree in Accounting, Finance, or related field
- Association of Chartered Certified Accountant (ACCA) designation, CPA or equivalent.
- At least 5 years of experience in accounting and audit
- Sound knowledge of all major facets of finance and accounting operations and reporting, including execution of accounting policies & procedures
- Hands on experience in managing implementation of accounting systems and related functional controls
- Experience in preparing financial management reports and financial statements
- Experience in designing and delivering internal control framework and supporting audit processes and requirements
- Excellent written and oral communication skills.
- Ability to present results of analysis conducted to the management in effective manner.
- Self-starter with the ability to work independently, prioritize, multi-task, meet deadlines, and submit accurate work products to management.
- Fluency in Somali and English language is required

2. Terms of Reference for Senior Reporting Manager

Post Title:	Senior Reporting Manager
Type:	Civil Servant
Reports To:	Accountant General
Duty Station:	Mogadishu
Stream, Grade, Level	Stream A3, Level 1
Contract duration:	one year

Position objective:

- Responsible for preparing regular reporting for the IMF Staff Monitored Program (SMP) Benchmarks

Key Responsibilities under the direction of the Accountant General:

- Prepare monthly financial reports on detailed revenue and expenditure by budget line
- Prepare monthly financial reports on budget execution, including outstanding appropriation, allotment and commitment
- Support the preparation of monthly cash plan
- Prepare monthly reporting on the disbursements of loans, debt and domestic arrears
- Support the preparation and distribution of monthly and annual financial statements and reports
- Ensure the integrity of data by reviewing and ensuring all routine entries have been made
- Extract all the financial data / reports;
- Analyze key accounts and unusual numbers;
- Help to create and maintain the monthly, quarterly and annual closing checklists;
- Assist with data conversion and reconciliations;
- Assist with the development of financial / management reporting "best practices";
- Provide special analysis, research or support as requested by the Accountant General

Required education and experience:

- Bachelor's degree in Accounting, Finance, or related field
- Prior experience working in Office of Accountant General or Treasury Function within public entities
- Experience in preparing regular financial reporting and statements
- Experience or knowledge of SFMIS is an asset
- Excellent writing skills
- Strong analytical skills

3. Terms of Reference for Cash Management Coordinator

Post Title:	Cash Management Coordinator
Type:	Civil Servant
Reports To:	Accountant General
Duty Station:	Mogadishu
Stream, Grade, Level	Stream A2, Level 1
Contract duration:	one year

Position Objective:

- Guide and develop the cash management function of FGS, ensuring effectiveness and transparency in the process
- Lead the reform in cash management, assessing the priority needs for improving spending priorities and developing a clear plan of actions and reforms

Key responsibilities under the direction of the Accountant General:

- Prepare cash forecast model that is frequently updated, and used for informing management about commitments, available balances and expected revenues. This will help decision making on spending directions
- Conduct weekly management meeting to review cash balances, commitments, forecast and decisions on spending
- Prepare monthly cash plans for submission as part of SMP reporting
- Manage over all cash forecast, planning, and provide information for the leadership in spending decisions
- Define and document the scope of responsibilities of the unit, and coordinate with other stakeholders such as Revenue services, Budget Department, Management, staff and Central Bank of Somalia
- Support the development of an action plan to improve the cash management function as per requirement of IMF-SMP criteria latest by March 2017
- Develop comprehensive procedures and workflows and document these in the cash management manual.
- Monitor cash transactions with MDAs and conduct trend analysis
- Forecast, monitor and track cash flow (daily, weekly, monthly)

Skills and Qualifications

- Appropriate Bachelor degree in Accounting, Finance, Economics or Business Management.

- At least 5 years' experience working in a progressively responsible accounting or finance. Preference for at least 3 years experience in performing cash management functions in a public sector
- Ability to conceptualize problems, identify and implement solutions expeditiously.
- Ability to proactively seek and recommend sound cash management initiatives.
- Knowledge of generally accepted accounting Principles (GAAP) and Government Accounting Standard Board (GASB) principles; Principles and practices of Cash Management, statistical and financial analysis technique

4. Terms of Reference for Treasury Management Director

Post Title:	Treasury Management Director
Type:	Civil Servant
Reports To:	Accountant General
Duty Station:	Mogadishu
Stream, Grade, Level	Stream A2, Level 1
Contract duration:	one year

Position Objective:

The Treasury Management Director will lead the operations and reforms in treasury area, assessing the priority needs for improving treasury management, internal controls including commitment controls and producing regular reports

Key responsibilities under the direction of the Accountant General:

- Plan, recommend, and implement FGS financial strategies and activities related to the administration of cash, financing, and banking/operational programs.
- Monitor cash flow and transactions, executes the payment of disbursements, and forecasts daily revenue
- Support AG in overseeing reforms in payment systems, including non-salary recurrent costs, ensuring transparent and automated payment to vendors
- Support AG in implementing purchasing model including commitments control across government entities
- Measure commitment control periodically and report to MOF leadership.
- Establish consolidated reporting for all balances and flows on all accounts held by FGS at the central bank
- Oversee the recording all revenue in SFIMIS ensuring data integrity
- Monitors the spending ensuring sound fiscal management and make recommendations to achieve fiscal goals.
- Perform financial, trend, and cash flow analysis and identifies opportunities to increase revenues.
- Prepare various fiscal reports including the Quarterly Performance Report for senior leadership.
- Assist with the development, training, and reporting of operating and capital cash flows processes.

Skills and Qualifications

- Bachelor's degree in Accounting, Finance, or related field

- Experience in management position in Accountant General office or treasury office in government entity
- Experience in preparing regular financial reporting and statements
- Experience using Financial Management Information Systems
- Knowledge of generally accepted accounting Principles (GAAP) and Government Accounting Standard Board (GASB) principles; Principles. Knowledge of Government Finance Statistics Manual is an asset.
- At least 2 years experience in introducing reforms to government payment systems and treasury operations
- Advanced analytical skills.
- Good leadership and management skills.

5. Terms of Reference for SMP Secretariat & Reporting Coordinator

Post Title:	SMP Secretariat & Reporting Coordinator
Type:	Advisor
Reports To:	Head of Strategy Unit
Duty Station:	Mogadishu
Stream, Grade, Level	Stream B2, Level 1

Position Objective:

- Responsible for supporting the Interministerial Government Action Steering Committee with the mandate of overseeing the IMF Staff Monitored Program (SMP) and monitoring progress against benchmarks

Key responsibilities and Duties:

- Ensure coordination between the various ministerial departments involved in the SMP implementation
- Coordinate the activities of the various technical subcommittees under the SMP committee
- Ensure delivery of key outputs as indicated in the TMU (Technical Memorandum of Understanding on SMP benchmarks) and a rate of achievement in line with the objectives and criteria established;
- Coordinate the collection of SMP reporting requirements from the various departments and prepare complete package for submission to IMF
- Submit reports describing the progress of the reforms as indicated in the TMU to the IMF, World Bank, and, if necessary, to any other internal and external partners as deemed necessary.
- The Secretariat shall meet at least once every two weeks on the initiative of its Chair, who is responsible for preparing reports on the progress of the actions of the Interministerial Committee.
- Follow up on the progress of benchmarks and reporting through working closely with various departments
- Prepare regular progress report on the overall performance of the SMP benchmarks and achievements to be published
- Develop and coordinate regular highlight for internal and external distribution.

Skills and Qualifications

- Masters Degree in Economics, Development or related field
- Prior experience in coordination role within government bringing together several internal and external entities

- Ability to produce regular progress reporting and supporting a multidisciplinary body
- Excellent professional writing skills
- Proven ability with deductive and inductive reasoning
- Ability to compile, calculate, and reconcile large amounts of financial data
- Ability to communicate in a clear and concise manner

6. Terms of Reference for Financial Governance & SMP Government Liaison

Post Title:	Financial Governance Advisor (SMP Focal Point)
Type:	Advisor
Reports To:	Deputy Prime Minister
Duty Station:	Mogadishu
Stream, Grade, Level	Stream B2, Level 1

Position Objective:

The Office of the Deputy Prime Minister is responsible for directing the day to day government businesses, overseeing the performance of the government delivery services including the Cabinet/Parliamentarian Affairs, Inter-Ministerial policy and strategic planning, coordination, streamlining government institutions, Somali Development and Reconstruction Facility (SDRF), government reforms, managing performance, government policies and programs. In addition, the Deputy Prime Minister is the acting Prime Minister in the absence of the Prime Minister and oversees special assignment as directed by the Prime Minister.

The Financial Governance Advisor is the key source of analytical and technical expertise at the office of the DPM. He/She provides thorough, timely and accurate analyses related to major national finance and economic policies and strategies with the aim of delivering government priorities. He/She will also act as the SMP focal point and will liaise with Ministry of Finance, Ministry of Planning and Central Bank of Somalia on SMP related issues and progress, as well as ensuring alignment to other government wide policies.

Key responsibilities and Duties:

- Provide sound technical advice to the OPM on macroeconomic policies and strategies that advances the government's agenda in regards to economic growth;
- Identify and analyze key areas where significant policy gaps exist and make recommendations to ensure gaps and corrective policy measures are undertaken;
- Advise on synergies between and among the various economic development programs of the government;
- To advise the Deputy Prime Minister (DPM) on the technical aspect in building the institutional framework for fiscal and monetary infrastructure;
- Provide briefings and recommendations in the areas of finance, economic growth and poverty reduction.
- Identify and disseminate strategic perspectives on emerging policy issues;
- Serve as the key technical advisor for the Economic Growth and Fiscal Policy Sub Cabinet Committee;
- Define priority policies for analysis and proposal in collaboration with the relevant line ministries.
- Close working relationships with the Deputy Prime Minister, the Chief of Staff, Advisers including members of the Office of the Prime Minister, ministry of Planning and IC, Ministry of Commerce & Industry and Ministry of Finance.

- Liaises with other government institutions, and Departments/Units within the Deputy Minister's portfolio, external agencies, organizations and government stakeholders.

Skills and Qualifications

- Master's degree from verifiable accredited university in Public Administration, Financial Management, Economics, or any other relevant field.
- A minimum of 5 years experience working in the public sector on policy issues as a technical advisor at senior levels of government
- Experience undertaking advisory work on public policy in central government, preferably office of prime minister, including change management/reform processes.
- Strong background in financial management, with at least 4 years experience in financial services sector, including conducting analysis
- Good judgment in dealing with complex and sensitive policy issues and ability to build relationships and partnerships with multiple and diverse actors.
- Excellent written and oral communication skills and ability to persuasively communicate technical concepts
- Ability to conceptualize problems and to identify and implement solutions expeditiously.
- Fluent in Somali and English
- High level of computer literacy using the Microsoft Office suite of products.

7. Terms of Reference for Reporting Specialist (Somali Language)

Post Title:	Reporting Specialist (Somali Language)
Type:	Civil Servant
Reports To:	Head of Strategy Unit
Duty Station:	Mogadishu
Stream, Grade, Level	Stream A3, Level 1

Position Objective:

- Responsible for supporting the preparation of regular reporting and producing regular management and financial reports in Somali language

Key responsibilities and Duties:

- Support the preparation of monthly and quarterly financial statements and analysis reports, ensuring drafts are available in Somali language
- Prepare SMP reporting package in Somali language and summarize for external publishing to the Somali people
- Prepare regular progress report on the overall performance of Ministry's initiatives and achievements in Somali language to be published externally
- Develop and coordinate regular highlight in Somali language for internal and external distribution.
- Prepare and update information material in Somali language (Fact Sheets, Progress Reports, backgrounders, data tables), briefings, and presentations on the situation in coordination with staff across the ministry
- Maintains essential contacts with departments and programmes at the Ministry to facilitate timely and accurate information flow.

Skills and Qualifications

- Degree or Diploma in Communication, Information, Finance, Accounting or similar field
- Excellent professional writing skills in Somali Language
- Previous experience translating documents from English to Somali
- Ability to compile and analyse financial data
- Ability to communicate in a clear and concise manner