



CALL FOR JOB APPLICATION

Background:

The civil service faces enormous challenges; one of the most obvious challenges identified is to address lack of physical and human resources and the absence of precedent and institutional memory, which are both critical. The young graduates programme objective and outcome in this regard is to establish a support service that will empower and enable the beneficiary institution to discharge their essential duties for the benefit of the people of Somalia, and ensure that it is able to conduct its affairs efficiently and effectively. The focus of this objective is on building the institutions of government by creating an effective organizational structure with skilled and motivated human resources focused on delivering timely services.

Significant capacity development will need to be undertaken in conjunction with improvements to infrastructure and facilities to reach this objective. Building human capacity is being addressed through recommendations of a review and assessment of the organization and the capacity of current staff,. However current resources need to be supplemented urgently. The Graduate Trainee program is designed to provide young graduates under a phased program that is aligned to the available institutional resources and the absorptive capacity of the beneficiary institution.

This flagship young graduate trainee program aims to develop and safeguard human capacity in the civil service. Supporting sustainable skills transfer through technical experts. Young graduates are to be provided with on the job trainings and mentoring and, following a period of 12 months, be progressively absorbed by the civil service as the budget situation improves.

HOW To APPLY: Confidential applications can be addressed to **Mr. Omar Abdi**, World Bank Capacity Injection Mechanism Coordinator at National Civil Service Commission, E-mail somalia.ncsc.cim02@gmail.com and please make sure to copy abdihashi1981@gmail.com with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or. docx format must be delivered, by 1500 hours of 25nd March, 2017. **“Applications addressed exclusively to the one of the above email addresses would not be considered”**

National Civil Service Commission, Federal Government of Somalia

Terms of Reference

Position title: Young Graduate Recruitment Initiatives Coordinator
Location: Mogadishu, Somalia
expected start time: May, 2017

Duties and Responsibilities:

1. Develops and implements the Graduate recruitment plan by working with the Dean, the Graduate Council, and graduate program directors in the academic departments of the Universities in Somalia to attract bright young graduates with an interest in public service into the public sector
2. Develops strategies to meet recruitment goals, such as planning and making recruitment visits, organizing recruitment fairs, using social media to maintain contact with prospective graduates, planning activities and events for prospective graduate students, and coordinating office visits by prospective graduate students.
3. Assures the dissemination of and access to accurate information about the young graduate recruitment process.
4. Coordinating the design and content of recruitment publications, assisting in the development of ToR for key identified positions.
5. Utilizes the opportunity to recruit at Graduate Fairs and other potential recruitment audiences to
6. To communicate the advantages and opportunities of the young graduate and Talent Management.
7. Plans activities and events that will enhance the connection between potential recruits and NCSC.
8. Serves as a liaison for applicants and the Graduate by providing information, answering questions, assisting with registration, researching information needed to resolve problems, and identifying opportunities to better serve the needs of potential candidate.
9. Maintains the prospective graduate database in order to reach prospective

graduates and provide information about the University and its graduate program opportunities.

10. Helps to plan and deliver orientation for graduate students.

Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

11. Remains competent and current through self-directed professional reading, developing professional contacts with universities, attending professional development courses, and attending training and/or courses required by the program

MINIMUM ACCEPTABLE QUALIFICATIONS

Education:

Master's degree Human Resources, Public administration or relevant fields is required.

Experience:

Minimum of 7 years professional experience out of which 4 years are in public sector.

Language:

Fluent in English and Somalia

Skills:

Effective verbal and written communication skills and public relations skills are required. The ability to organize and manage projects independently is required. Web development skills and the ability to use social media to maintain communication with prospective students is required. An understanding of databases is required. A record of inclusive conduct and evidence of multicultural skills in the workplace is preferred. Other: Some evening and weekend work and overnight travel is required.

SUPERVISION

The Capacity Injection Mechanism Coordinator supervises the Coordinator, Graduate Recruitment.

National Civil Service Commission, Federal Government of Somalia

Terms of Reference

Position title: Six Human Resources and Administrative Interns
Location: Mogadishu, Somalia
Expected start time: March, 2017

Background

The civil service faces enormous challenges; one of the most obvious challenges identified is to address lack of physical and human resources and the absence of precedent and institutional memory, which are both critical. The young graduates programme objective and outcome in this regard is to establish a support service that will empower and enable the beneficiary institution to discharge their essential duties for the benefit of the people of Somalia, and ensure that it is able to conduct its affairs efficiently and effectively. The focus of this objective is on building the institutions of government by creating an effective organizational structure with skilled and motivated human resources focused on delivering timely services. The civil service commission will recruit six interns under the recruitment

Duties and Responsibilities:

- Post job opportunities to online job posting sites, social media and other online resources.
- Utilize applicant-tracking system to screen and recommend candidates for interviews
- Coordinate/conduct pre-screen interviews
- Assist in representing the National civil Service Commission at recruiting events such as career fairs, etc.
- Provide support of new hires on-boarding process
- Create and/or update current job descriptions
- Assist with employee orientation
- Observe all areas of the Human Resources department
- Audit employee personnel, training, and other files for compliance with applicable laws

- Help with safety and wellness initiatives
- Assist in development and delivery of training programs
- Assist in the development and delivery of employee relations/employee retention initiatives
- Help coordinate completion of performance management process and ensure timely completion and filing of all related documents and updating of HRIS
- Other human resource and administrative tasks as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

Education:

Bachelors degree in Social Science from a recognized university

Experience:

This is an entry-level position and therefore, no prior experience is required. However, experience in administration function is an advantage

Language:

Fluent in English and Somali

Skills:

- Effective verbal and written communication skills and public relations skills are required.
- An understanding of databases is required.

SUPERVISION

young graduate recruitment initiative coordinator will supervise all interns recruited under this initiative.