



CALL FOR JOB APPLICATION

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:	Beneficiary's Office in Mogadishu
Expected Start Date:	October 2017
Reference No.:	FGS/CIM/Civil Service Recruitment/2017

Under the Somali Compact of September 2013, the Federal Government of Somalia established a Government Flagship Programmed to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this. The below beneficiary institution is among the core beneficiary institutions of the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. The Ministry of Agriculture and Irrigation and National Civil Service Commission of the Federal Government of Somalia invites applications from qualified candidates for the following positions:

Competent candidates will be selected according to the Capacity Injection Mechanism guidelines.

Note: this recruitment strongly supports women engagement and will support working women 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 should be addressed to **Mr. Omar Abdi**, CIM Coordinator, National Civil Service Commission, E-mail somalia.ncsc.cim02@gmail.com and please make sure to copy MOA Permanent Secretary at email: mali@moa.gov.so with only a Cover Letter and Curriculum vitae (CV) in WORD .doc format. This must be delivered by 1500 hours on 17th September 2017.

JOB DESCRIPTION FOR THE DIRECTOR OF FINANCE AND ADMINISTRATION

1. Job Title	Director of Finance and Administration
2. Department	Finance and Administration
3. Assignment Location	Mogadishu, Ministry of Agriculture and Irrigation
4. Grade Level	Stream A, Level 2, Step 1
5. Reporting To	The Director General, Ministry of Agriculture and Irrigation
6. Supervisory Responsibility	The Director, Finance and Administration will be directly responsible for the supervision of Heads of Sections of the department
7. Job Purpose	The Director, Finance and Administration 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
8. Objectives of the Job	<ul style="list-style-type: none"> • Overall coordination, management and reporting on finance, procurement, human resource management and ICT development • Provide effective leadership, enabling the Department to improve performance of its functions and achieve set results • Coordinating the development and implementation of Finance and Administration • Provide accurate and timely reporting on progress of implementation of Finance and Administration policies, strategies and programmes
9. Duties and Responsibilities	<p>The Director, Finance and Administration will be responsible for:</p> <ul style="list-style-type: none"> • Ensuring adequate provision of administrative and financial support to all departments of the MOAI • Coordinating the implementation of financial procurement, human resource management, ICT and records management policies, procedures and systems • Coordinating the preparation of MOAI's annual financial and procurement plans and budgets and monitoring their implementation • Supervising the installation and implementation of appropriate financial management and internal control systems to minimize risk and fraud • Overseeing the procurement and contract management

	<p>functions of the MOAI</p> <ul style="list-style-type: none"> • Assessing financial impact on the implementation of MOAI work plans and budgets • Overseeing annual financial audits and adequate management responses to audit queries is provided • Ensuring effectiveness and functionality of records management system including general, confidential and personnel records • Overseeing the general welfare and discipline of MOAI staff in accordance with civil service rules and regulations and security policy of Ministry • Coordinating the recording of minutes of MOAI staff and management meetings • Effectively and efficiently managing transport fleet and other physical assets of the MOAI. • Developing and maintaining corporate estate plans and ensuring cleanliness, sanitation and hygiene controls of MOAI premises • Coordinating the development and implementation of departmental staff training plans • Preparation and implementation of annual work plans and budget • Preparation of quarterly and annual progress reports
10. Deliverables	<p>The Director, Finance and Administration will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> • Financial procurement, human resource development, ICT and records management policies, procedures and systems • MOAI's annual financial plans and budgets • Appropriate financial management and internal control systems • Performance report of MOAI's budget • Records management system with functional general, confidential and personnel records • Guidelines on staff discipline • Minutes of MOAI staff and management meetings • Cleanliness and hygiene controls guidelines • Departmental training plans • Reports on staff training • Annual work plans and budget of the department • Quarterly and annual progress reports of the department
11. Education	<ul style="list-style-type: none"> • A minimum of a first degree in Finance and Administration or related discipline from a recognized

	<p>university or equivalent professional qualification</p> <ul style="list-style-type: none"> • A Master's degree in Administration and Management will be an added advantage
12. Experience	Five years' experience, four (3) 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 • 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 • Functions effectively in a team of professionals