



CALL FOR JOB APPLICATION

Country:	Somalia
Project:	Somalia Capacity Injection Project
Grant No:	P149971
Assignment Title:	Various Positions in Beneficiary Institution
Type of Appointment:	Regular Civil Service Position
Type of Contract:	Performance Based Contract
Duty Station:	Beneficiary Institution'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 Programme to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this. The Ministry of Public Works and reconstruction is among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. Ministry of Public and Reconstruction invites applications from qualified candidates for the following positions;

Competent candidates will be selected according to the Capacity Injection Mechanism and

Note: this recruitment strongly supports women's 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 can 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 cc, Salah Ahmed the Director General of the Ministry at e-mail: dgsalahmpwr@gmail.com with only a Cover Letter and Curriculum vitae (CV) in WORD .doc format must be delivered by 1500 hours of 17th September, 2017.

JOB DESCRIPTION FOR HEAD OF NATIONAL DESIGN SECTION

1	Job Title	Head of National Design Section
2	Department	Public Works
3	Assignment Location	Mogadishu, MOPWR
4	Grade Level	Stream A , Level 3, Step 1
5	Reporting To	Director, Public Works
6	Supervisory Responsibility	The Head of National Design Section will be directly responsible for the supervision of Heads of units of the section.
7	Job Purpose	Head of National Design Section is the functional Head of the section. He/ she is responsible for the overall technical, administrative and 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 MOPW
8	Objectives of the Job	<ul style="list-style-type: none"> • Designing the rehabilitation and maintenance of national, regional and district offices and buildings of the Ministry • Effective costs control • Effective utilization of resources • High Standards of asset maintenance • Reliability of process methods • Safety measures • Quality service
9	Duties and Responsibilities	<p>The Head of National Design Section will be responsible for:</p> <ol style="list-style-type: none"> 1. Public works policy and planning. 2. Public office accommodation lease and management. 3. Overseeing provision of mechanical and electrical(Building) services to public buildings. 4. Supplies and coordination of procurement of common user items by government ministries. 5. Development and management of government buildings. 6. Rehabilitation and maintenance of national, regional and district offices and buildings of the Ministry 7. Developing and reviewing operating policies and procedures in all units 8. Compiling records and classifying status and

		<p>performance of all units</p> <ol style="list-style-type: none"> 9. Designing and establishing maintenance and safety standards 10. Participating in the development of procurement policies, procedures and specifications for materials equipment and spare parts 11. Participating in budget preparation and control 12. Supervising, appraising staff and identifying their development and training needs 13. Ensuring effective costs control 14. Ensuring effective utilization of resources 15. Maintaining high standards of asset maintenance 16. Ensuring customer satisfaction
10	Deliverables	<p>Head of National Design Section will be responsible for the production of the following deliverables:</p> <ol style="list-style-type: none"> 1) Well maintained government buildings 2) Quality standards 3) Maintenance and safety standards 4) Policies and Procedures for asset maintenance 5) Procurements plans 6) Annual and quarterly reports
11	Education	<ul style="list-style-type: none"> • A minimum of Bachelors Degree in Civil, Structural Engineering or related discipline from a recognized University or equivalent professional qualification • A Master's Degree in Engineering or related discipline will be an advantage
12	Experience	<ul style="list-style-type: none"> • Five years' experience, Three (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, organizational 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	<ul style="list-style-type: none"> • Gives objective advice based on sound analysis

	Requirements	<ul style="list-style-type: none">• Focuses on outcomes• Gives purpose and direction• Thinks strategically• Involves people in decision-making• Communicates effectively• Demonstrates commitment to organization/ 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
--	---------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------