



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 Office in Mogadishu
Expected Start Date:	December, 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 institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. Presidency 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 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, OOP Chief of Staff at e-mail: Cos@presidency.gov.so with only a Cover Letter and Curriculum vitae (CV) in WORD .doc format must be delivered by 1500 hours of 27th October, 2017.

JOB DESCRIPTION FOR THE DIRECTOR SECRETARIAT OF THE PRESIDENT

1. Job Title	Director, Secretariat of the President
2. Department	Chief of Staff Office
3. Assignment Location	Mogadishu, Office of the President
4. Grade Level	Stream A, Level A Step 1
5. Reporting To	Deputy Chief of Staff of Planning
6. Supervisory Responsibility	The Director, Secretariat of president will be directly responsible for the supervision of Heads of Sections of the department
7. Job Purpose	The Director, Secretariat of the president is the functional Head of the Department. 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, and the OoP as a whole. He/ She shall be responsible for providing technical and professional support to Deputy of Chief of Staff of Planning, the Chief of Staff and His Excellence the President
8. Objectives of the Job	<ul style="list-style-type: none"> ● To ensure implementation by the Secretariat and intergovernmental policy of the OoP ● To co-ordinate the activities of the different parts of the Secretariat and intergovernmental with a view to promoting transversality, co-operation, efficiency and focus on priorities ● To co-ordinate the preparation of official visits of the President, of his/her meetings and of his/her participation in internal and external events, and to ensure follow-up including feedback to the services involved in such events ● To coordinate the development, management and implementation of the Archives policies, strategies, programmes and system in the OoP ● Coordinate between Office of the President and the PM Office, the Ministries the two houses of

	<p>the Parliament and Judiciary branches of the government.</p> <ul style="list-style-type: none"> ● Work closely with Ministries and Partners in International Forums (CAS, SDRF, HLPF and NDP Pillars Working Groups)
<p>9. Duties and Responsibilities</p>	<p>The duties and responsibilities of the Director, Secretariat will be:</p> <ul style="list-style-type: none"> ● Providing personal administrative support to Office of the President through conducting and organizing administrative duties and activities including managing receiving and handling information ● Preparing and managing correspondence, reports and documents and handling incoming mail and other material ● Setting up and maintaining filing systems and implementing and maintaining office systems ● Organizing and coordinating meetings, conferences, travel arrangements and taking and distributing minutes of meetings ● Maintaining the schedule and calendar of the Office of the President, and delegating to concern agencies ● Identifying and preserving records of long term value ● Managing and providing access to the Archives Controlling management of files and updating the file index both manually and electronically for easy retrieval and monitoring of file movement ● Ensuring security of information and files by participation in the development of filing procedures, verification and evaluation of filing systems ● Ensuring compliance with applicable legal and administrative requirements pertaining to records management ● Dealing with enquiries and requests for information from both internal and external clients with regards to records management

	<ul style="list-style-type: none"> ● Serve as key liaison between Office of the President and other Government branches. ● Pursuing secretariat role in the international Forums, Conferences and Events. ● Preparing annual and monthly reports on the activities of the OoP
10. Deliverables	<p>The Director, Secretariat of the president will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> ● Record of administrative duties and activities ● Effective and efficient office systems ● Itinerary of meetings, conferences, travel arrangements ● Schedules and calendars of events ● Records management system with functional general, confidential and personnel records ● Archives strategy, policies, procedures and systems ● Appropriate Archives and security control systems ● Strategic management and overall administration of the Department ● Progress reports on the implementation of department decisions/resolutions ● Budget estimates ● Quarterly progress reports ● Annual progress reports
11. Education	<ul style="list-style-type: none"> ● A minimum of first degree in Economics, Business Administration, Record Management or related discipline from a recognized University or equivalent professional qualification ● A Master's Degree in Economics, Business Administration, Social Science, Record Management or related discipline will be an added advantage
12. Experience	<p>Five years' experience, four (2) of which must have been at the senior management level in the public service</p>

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 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 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