



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 HEAD OF PUBLIC RELATIONS

1. Job Title	Head of Public Relations
2. Department	Communication, Public Relations
3. Assignment Location	Mogadishu, Office of the President
4. Grade Level	Stream A, Level 3 Step 1
5. Reporting To	The Director, Communication, Public Relations and Protocol
6. Supervisory Responsibility	The head of Public Relations will be directly responsible for the supervision of the employees in the Section
7. Job Purpose	The head of Public Relations is the functional Head of the section. He/ she is responsible for the overall technical, administrative and financial management of the Section. 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 section. He/ She shall be responsible for providing technical and professional support to the Director Communication, Public Relations and Protocol
8. Objectives of the Job	<ul style="list-style-type: none"> • Overall management and coordination of communication and public relations for the office of the President • Provide effective leadership, enabling the section to improve performance of its functions and achieve set results • Provide accurate and timely reporting on progress of implementation of public relations policies, strategies and programmes
9. Duties and Responsibilities	<p>The functions of head of Public Relations will be:</p> <ul style="list-style-type: none"> • Providing information and documents to the public and media on Office of the President activities • Making transparent the works and activities of the Ministry • Cooperation affairs both to the public as well as local and international institutions • Collecting, processing and publishing information

	<p>on works and activities of the Ministry</p> <ul style="list-style-type: none"> • Supervising and maintaining official webpage of the Ministry • Preparing materials and brochures for publication and distribution to inform the public on the activity of the Ministry. • Participating in direct meetings of the Minister and high delegations within and outside the country in order to provide accurate information to the public; • Cooperating with the media in organizing press conferences and interviews as well as providing information and drafts summaries out of media presentation • Issuing statements, announcements, reports and other publications to public opinion. • Issuing regular, monthly, quarterly and annual reports
10. Deliverables	<p>The head of, Public Relations will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> • Public and International Relations Strategy and work plans • The strategic plan for the section • Strategic management and overall administration of the Public Relations section • Media and public communication programmes • Monthly, quarterly and annual progress reports
11. Education	<ul style="list-style-type: none"> • A minimum of 1st Degree in Public Relations or related discipline from a recognized University or equivalent professional qualification • A Master's Degree in International Relations management discipline will be an advantage
12. Experience	<p>five years' experience, (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

	<p>and networking skills</p> <ul style="list-style-type: none"> • 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
<p>14: Competency Requirements</p>	<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