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**Vacancy Announcement**

**Director General**

**Ministry of Constitution and Reconciliation**

**Grade: 8**

**Reporting to: Minister of Constitution and Reconciliation**

**Salary: $1200**

**Location: Adaado-Somalia**

**Date of issued: 30 October, 2017**

**Closing date: 20 November, 2017**

The Civil Service Commission is established to oversee the proper functioning of the Civil Service of the Galmudug State and to ensure that the Civil Service is efficient and effective in serving the community, affordable within state budget resources, and based on merit and equality of opportunity.

The Civil Service Commission is currently recruiting to fill the position of Director General to direct and coordinate the activities of the Ministry and set policy. This is a great opportunity for the right person to progress their career with the Civil Service and provide leadership in establishing this important Ministry for the benefit of the people of Galmadug State of Somalia (GSS).

**Purpose**

The Director General will support the Ministry in developing policies to help resolve social conflicts and political areas in Galmudug State, and Implementation of Galmudug Constitution

The Director General is required to build a culture of professionalism, respect and integrity to ensure a positive working environment, acknowledging the responsibilities of Ministers and supporting managers to make evidence-based decisions. The Director General is also responsible for ensuring that management decisions are free from nepotism, patronage and that are seen to be based on merit. He / she is expected to act truthfully, fairly and in the public interest in addition to creating and maintaining stakeholder confidence through leadership which fosters and promotes ethical, decision making is a key element of this position.

**Duties and Responsibilities**

The Director General (Constitution and Reconciliation) is the head of Employing Authority, with portfolio oversight, including but not limited to the following responsibilities:

* Overall management of the Ministry, including Human Resources, Finance and Budgeting, and Legislative Compliance.
* Facilitating discussions on constitutional review consultative processes so the Minister makes better policy decisions.
* Provided technical support to the Minister in formulating policies in building consensus on contentious issues through reconciliations efforts such as clan conflicts, inter and intra-state, Galmudug and FGS and non-state actors’ conflicts to enhance state-building in Galmudug.
* Provided technical advice in championing joint efforts to further reform and reshape the Galmudug Constitution in relation to the FGS Constitution to serve as legal point of reference in Galmudug.
* Participate in FGS – Federal Member States negotiations about the Somali Federal Constitution at the technical level
* Support provision of technical work in organizing periodical peace building and mediation meetings (forums) for clan or sub-clan group reconciliation issues
* Establishing and implementing government policies, strategies and programs related to administration, good governance, and its implementation.
* Keeping the Minister and Deputy Minister informed of policy implementation and advising the Minister and Deputy Minister on all questions of policy which are within the scope of the Ministry’s responsibility.
* Managing the performance of Ministry staff, in accordance with the Civil Service Act and Regulations, and ensuring the effective and efficient operation of the Ministry.
* Monitoring and executing the Ministry budget and that of the institutions under supervision of the Minister and Deputy Minister.
* Deliver high quality, innovative, value for money policies and services.
* Create strong partnerships and good collaboration across all sectors to optimise departmental performance
* Develop a workforce and leadership practices that build a constructive culture with a focus on performance, capability building and personal accountability and nurturing of leadership potential
* Perform additional duties and responsibilities as required by the Galmudug emerging circumstances.
* Carry out any other tasks or assignments within this technical area as requested by the Minister.

**Qualifications and Experience**

* Master Degree in Law, International Studies, Political Science, Public Administration, or relevant academic field.
* Have at least five (5) years relevant professional experience, two (2) years of which should have been in a leadership position or at a top management level in the Public Service or Private Sector.
* Strong leadership skills with proven experience of managing and motivating a diverse team.
* Proven experience in constitution and reconciliation management and in developing strategic and business planning at a high level.
* Demonstrable experience of effective internal and external communication skills and political sensitivity
* Political awareness, technical skills and ability to work in Galmudug environment

**Knowledge**

* A full understanding of current political context in Somalia and State formation process in GSS.
* Worked in Somalia in the field of reconciliation and state formation
* Strong understanding of government financial management and measures of performance.
* Sound knowledge international standards of management practice.

 **Competences**

* Possesses high level political, analytical, policy and management skills.
* The ability to provide leadership, direction and motivation to the Ministry of Constitution & Reconciliation.
* Excellent interpersonal and facilitation skills, including the ability to effectively work with and support the members of a team and work collectively in partnership with a wide range of stakeholders.
* High standards of ethical behavior and integrity.
* Ability to identify, analyse and solve complex issues.
* Excellent written and verbal communication in English and Somali language

**HOW TO APPLY:**

**Please download Application Form:**

Interested candidates who meet the criteria are encouraged to fill the form and send to recruitment.cscgmstate.so@gmail.com, and please make sure to copy or Cc, the following email: csc.galmudug@gmail.com. CVs and Application Letter will not be considered, **kindly indicate the position title and Ministry on the subject line when you applying**.

**Female Candidates are strongly encouraged.**

The selection process will begin as soon as possible after the closing date. Selected candidates will be invited to written Exam and an interview.