

**Vacancy Announcement**

**Director General**

**Ministry of Endowment & Religious Affairs**

**Grade: 8**

**Reporting to: Minister of Endowment & Religious Affairs**

**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 Galmudug State of Somalia (GSS). Ensuring a high standard of spiritual and religious practice for the people of GSS based on Islamic principles and that all administrative services are provided in accordance with the standards of quality, efficiency and transparency.

**Purpose**

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 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 (Endowment & Religious Affairs) is the most senior Civil Servant of the Ministry of Endowment & Religious Affairs, with portfolio oversight, including but not limited to the following responsibilities:

* Overall management of the Ministry, including Human Resources, Finance and Budgeting, Revenue Collection, Legislative Compliance and Public Health.
* 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 Ministrystaff, in accordance with the Civil Service Act and Regulations, and ensuringthe effective and efficient operation of the Ministry.
* Monitoring and executing the Ministry budget and that of the institutions under supervision of the Minister/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.
* To provide settings and strategies to promote religious awareness, develop& manage mosques and Quranic centres.
* Ensure sustainability of fund raising and estate development in conformity with the Islamic objectives.
* To promote & review efforts aimed at enhancing religious awareness, spreading Islamic culture and cementing the values of moderation, forbearance and cohesion in the GSS community.
* **Carry out any other tasks or assignments within this technical area as requested by the Minister.**

**Qualifications and Experience**

* Bachelor Degree in Islamic Studies, Law are primarily considered.
* 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 experience of leading, managing and motivating a diverse team.
* Proven experience in health management and in developing strategic and business planning at a high level.
* Demonstrable experience of effective internal and external communication skills and political sensitivity

**Knowledge**

* A full understanding of the Endowment & Religious Affairs system and processes in GSS.
* Strong understanding of government financial management and measures of performance.
* Sound knowledge of international standards of best practice.

**Competences**

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

**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](mailto:recruitment.cscgmstate.so@gmail.com), and please make sure to copy or Cc, the following email: [csc.galmudug@gmail.com](mailto: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.