

**Vacancy Announcement**

**Permanent Secretary**

**Ministry of Finance and Economic Development**

**Grade: 8**

**Reporting to: Minister of Finance**

**Basic Salary: $1200, Allowance $1,160**

**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 need 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).The Director General will support the Ministry in developing, implementing, and sustaining quality transport infrastructure and services which improve the living standards of the people of GSS.

**Purpose**

This position is the most senior Civil Service managerial position of the Ministry of Finance responsible for managing the performance of the staff of the Ministry, in accordance with the Civil Service decree, to ensure effective, efficient and timely completion of the tasks of the Ministry. In conjunction with the Minister, the Permanent Secretary (PS) shall manage the budget resources assigned to the Ministry to ensure the achievement of the goals of the Ministry.

The Permanent Secretary is required to provide the necessary leadership to ensure Ministry staff are fully motivated to carry out their respective duties, and to ensure that the Ministry of Finance is established within the Galmudug administration as a leading proponent of open, transparent and accountable government operations, particularly with respect to managing the Administration’s financial matters.

**Responsibilities & Duties**

**Responsibilities of the PS include, but are not limited to:**

As the senior official responsible to the Minister, ensure the performance of the following functions of the Ministry as set out in its establishing Decree are achieved.

* Overall management of the Ministry, including Human Resources, Finance and Budgeting, Revenue Collection, Legislative Compliance and Public Health.
* Formulation of an overall fiscal strategy for the Galmudug State Consolidated Budget, in the light of macroeconomic conditions and the effect that fiscal policy may have on economic conditions;
* Development of a public revenue and expenditure program for the Galmudug State Consolidated Budget and formulation of plans for the control and execution of spending under that revenue and expenditure program;
* Establish and manage a budget preparation module (BPM) for preparing and presenting the annual budget;
* Formulation of policies for raising and collection of revenues and for sharing of revenues raised with the Federal Government of Somalia, as required
* Control the raising of revenues and spending under the Galmudug State Consolidated Budget;
* Establish an appropriate internal audit arrangement for the Galmudug State Consolidated Budget
* Establish and manage a financial management information system (FMIS) for the control and reporting of revenues and expenditures;
* Safeguard the cash assets and managing bank accounts of the Galmudug State Consolidated Fund.
* Establish and maintain a register of taxpayers or potential taxpayers, issuing taxpayers with certificates of registration and unique taxpayer identification numbers;
* Establish and maintain a revenue management system (RMS) to receive and record tax payments and process tax returns
* Enter into agreements with local governments to carry out revenue collecting functions on their behalf.
* Enter into agreements with third party organizations to carry out revenue collecting and administration functions on behalf of the Revenue Collection Authority.
* In consultation with the Minister, the Director of Planning and Policy, and other stakeholders, develop a multiyear strategic plan and annual operating plans for the Ministry.
* Participate with the Civil Service Commission in the selection or recommendation of candidates for approved posts in the Ministry following the procedures set out in instructions of Civil Service recruitment procedures.
* Manage the performance of the staff of the Ministry, in accordance with the Civil Service decree, and ensure effective, efficient and timely completion of the tasks of the Ministry.
* In conjunction with the Minister and the Ministry of Finance, manage the budget resources assigned to the Ministry to ensure the achievement of the goals of the Ministry.

**Qualifications and Training**

The Permanent Secretary must be a Somali citizen with a good character, highly qualified and experienced, with high standards of ethics and integrity, and commitment to creating an effective, merit-based administration for the Galmudug State of Somalia.

**The Permanent Secretary is required to have:**

* Bachelor Degree in financial management, Accounting, Public Administration, Business Administration, Economics, Monitoring and Evaluation or relevant academic field. A Master’s degree in MBA, Public Administration, and financial management, Accounting Economics, Monitoring and Evaluation is an essential.
* The position requires at least **7 years’** experience obtained by managing a financial public sector Ministry, department or institution at a senior level.
* Professional accountancy qualification (CA, ACCA, CIPFA, CPA or equivalent) or Economics – desirable
* An undergraduate degree in accountancy (BSc/BCom/BBA) - essential
* Demonstrated public financial management skills - essential
* Sound knowledge of accounting standards - essential
* Demonstrated outstanding leadership and organizational development skills - essential

**Knowledge**

The Permanent Secretary is expected to possess an exceptional knowledge of:

* Principles of good public sector administration
* Modern personnel management practices
* Principles of sound public financial management

**Competencies**

The Permanent Secretary must demonstrate

* Commitment to an effective, merit-based Galmudug administration
* Potential to contribute to the future development and stability of the Galmudug State
* High standards of ethical behavior and integrity
* Ability to motivate and mentor staff
* Ability to communicate well both orally and in writing
* Ability to identify, analyze and solve complex problems
* Ability to plan and organize work to ensure effective implementation of Ministry functions
* Computer literacy is required

**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.