

**Vacancy Announcement**

**Director General**

**Ministry of Women & Family Affairs**

**Grade: 8**

**Reporting to: Minister of Women & Family 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).The Director General will support the Ministry in developing policies ensuring that gender, family and community issues are addressed and facilitate the economic development and empowerment of women.

**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 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 (Women & Family Affairs) is the leader of the Ministry of Woman & Family 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 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/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.
* Encouraging a gender-balanced use of family-related leave and flexible working arrangements.
* In collaboration with stakeholders, implement, review/formulate national policies related to women and gender.
* Provide assistance, skills and training at national, provincial and community levels, including financial and technical assistance to women and women’s groups as and when possible.
* Identify needs and support special initiatives for women where existing institutions and agencies are unable to meet.
* **Carry out any other tasks or assignments within this technical area as requested by the Minister.**

**Qualifications and Experience**

* Bachelor Degree in Human Right, Gender studies, International Studies are primarily considered. Development Studies, Business Administration, Public Administration, Supply Chain Management, Economics, Management Science, or relevant academic field. Having Master Degree in above fields is desirable.
* 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 women and family affairs management and in developing strategic and business planning at a high level.
* Demonstrable experience of effective internal and external communication skills and political sensitivity
* **Female Candidates are strongly encouraged to apply**

**Knowledge**

* A full understanding of Women & Family Affairs in GSS.
* Strong understanding of government financial management and measures of performance.
* Sound knowledge international standards of management practice.
* Strong understanding of Affirmative Action and International Conventions.

**Competences**

* Possesses high level political, analytical, policy and management skills.
* The ability to provide leadership, direction and motivation to the Ministry of Women & Family 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 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](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 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