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## **OFFICE OF THE PRIME MINISTER**

### **1. Job Title**

## **HEAD OF POLICY COORDINATION AND STRATEGIC ANALYSIS**

### **2. Summary**

Head of policy coordination and strategic analysis primarily tasked with developing and leading in the implementation of a coherent and well communicated policy and research program in line with existing directives in the Office of the Prime Minister. Head of policy coordination and strategic analysis is expected to work closely with other Heads of Departments to ensure this.

### **Objectives of the Job**

- To establish a robust policy strategy for the Office of the Prime Minister in communication with all senior staff; and,
- To regularly evaluate the effectiveness of the policy implementation, making necessary changes to mandates where required.

### **3. Duties**

The duties and responsibilities of the Head of Policy and Research are to be:

1. To lead in the development of a broad and cross-department policy strategy;
2. To establish a number of criteria;
3. To communicate effectively this policy strategy to officers and departments within the Office for the Prime Minister;
4. To assist in the development of a robust policy evaluation framework to be applied to departments within the Office of the Prime Minister;
5. To work closely with the Head of Capacity Development Coordination to ensure that all capacity development programs are undertaken in line with the broader policy strategy;
6. To ensure that any policy changes are clearly communicated to department heads and re-integrated into the policy strategy framework;
7. To work closely with the Head of Communication and Public Relations to ensure that all public messages are created with the policy strategy in mind;
8. Reviewing the mandates of all departments to be sure they meet necessary requirements in regards to policy output; and,

9. Regular evaluation of departments within the Office for the Prime Minister, ensuring that their actions promote the development of the policy strategy.

### **Deliverables**

1. Establishment of a robust policy strategy in line with senior leadership policy visions;
2. Establishment of a policy evaluation framework; and,
3. Regular communication with other Department Heads to ensure the effective implementation of policy through department tasks and duties.

## **4. Key Qualifications**

### **Education**

Bachelor degree in Public or Business Administration, or any other relevant field

### **Experience**

4 years of experience in public and private sector organization

## **5. Requirements**

The incumbent must demonstrate the following skills:

1. Policy formulation skills - has a track record of formulating effective policy frameworks;
2. Policy implementation skills - has a track record of ensuring the efficient implementation of policy frameworks in the tasks and duties of various departments;
3. Leadership and development;
4. Problem-solving techniques;
5. Project management;
6. Performance measurement;
7. Monitoring and evaluation;
8. Focuses on outcomes; and,
9. Involves people in decision-making.

### **Competency Requirements**

1. ICT skills;
2. Report writing;
3. Strong analytical and organizational skills

4. Thinks strategically;
5. Communicates effectively;
6. Displays an intelligent awareness of the political environment;
7. Prepares plans with clear short and long term objectives;
8. Excellent oral and written English and Somali languages;

**FADLAN SI 'AAD U APPLY GARAYSO GARAACA HALKAAN**

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