



OFFICE OF THE PRIME MINISTER

1. Job Title

HEAD OF POLICY DELIVERY AND TRACKING

2. Summary

Job Purpose

The Head of Delivery and Tracking is responsible for ensuring that all elements of policy design are properly incorporated into practice and executed in accordance to the original design. The Head of Delivery and Tracking is therefore required to monitor all elements of policy implementation in the Office of the Prime Minister and provide evaluations – in coordination with other staff in the Department of Policy Oversight and Delivery Monitoring.

3. Duties

The duties and responsibilities of the Head of delivery and Tracking are to:

1. To communicate effectively with other staff in the Department of Policy Oversight and Delivery Monitoring on all new policy strategies and initiatives;
2. To communicate with all staff implementing new policy approaches clarifying the purpose and delivery approach;
3. To create criteria used to measure the success of new policies;
4. To monitor the implementation of new policies ensuring that they fall in line with the intended policy design;
5. Develop and administer standards and objectives for the department;
6. Review reports by the department and recommend new policy approaches based on the success of implementation;
7. Meet with staff to identify problems and resolve discrepancies;
8. To communicate with staff who hold similar responsibilities in other MDAs; and,
9. Track changes in implemented policies to ensure that they fall in line with overall office strategy.

Deliverables

1. Develop a framework of analysis used to monitor the success of policy implementation;
2. Regular reports on each new policy initiative, monitoring the success of the program; and,

3. Recommendations to the Department of Policy Oversight and Delivery Monitoring regarding new policy strategies.

4. Key Qualifications

Education

Bachelor degree in Public administration or relevant field.

Experience

4 years of experience in monitoring and evaluation in a private or public organization.

5. Requirements

The incumbent must demonstrate the following skills:

1. Leading and influencing subordinates in a changing work environment;
2. Coordinating and participating in the management of a comprehensive logistics transportation program;
3. Coordinating the work of lower level staff; Selecting, supervising, training and evaluating staff;
4. Participating in the development and administration of division goals and objectives;
5. Change management;
6. Problem-solving techniques;
7. Blend of analytical, observational, organizational and networking skills;
8. Strategic planning and benchmarking;
9. Project management;
10. Capable of responding adequately in urgent situations;
11. Team building and management;
12. Monitoring and evaluation; and,
13. Excellent oral and written English and Somali languages.

Competency Requirements

1. Gives objective advice based on sound analysis;
2. Focuses on outcomes;
3. Gives purpose and direction;
4. Thinks strategically;
5. Involves people in decision-making;
6. Communicates effectively;
7. Demonstrates commitment to organization/ corporate decisions;
8. Prepares plans with clear short and long term objectives;
9. Functions effectively in a team of professionals; and,

10. Quick response in urgent situations.

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