



PUBLIC SECTOR CAPACITY INJECTION PROJECT

CALL FOR JOB APPLICATIONS

Country:	Somalia
Project:	Somalia Capacity Injection Project
Grant No:	P149971
Assignment Title:	Various Positions in Beneficiary Institutions
Type of Appointment:	Regular Civil Service Position
Type of Contract:	Performance Based Contract
Duty Station:	Ministry Office, Villa Somalia - Mogadishu
Expected Start Date:	August 2016
Reference No.:	FGS/CIM/Civil Service Recruitment/2015

Under the Somali Compact of September 2013, the Federal Government of Somalia established a Government Flagship Programme to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this.

The Office of the Prime Minister is among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies.

The Office of the Prime Minister of the Federal Government of Somalia invites applications from qualified candidates for the following positions;

1: Director of National Institutional Capacity Development Department

Competent candidates will be selected according to the Capacity Injection Mechanism and National Civil Service Commission recruitment manual and procedures.

Note:

“This recruitment strongly supports women’s engagement and will support workingwomen through paid maternity leave, plus allowances to support ‘secure accommodation’, secure transport to and from work’ and ‘child care allowances”

How to apply

Confidential applications can be addressed to **Mr. Omar Abdi**, Capacity Injection Mechanism Coordinator, National Civil Service Commission, E-mail somalia.ncsc.cim02@gmail.com and please make sure to copy cc, e-mail: capacitydevelopmentopm@gmail.com, with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or .docx format must be delivered, by 1500 hours of **24th July, 2016**.

“Applications addressed exclusively to the one of the above email addresses would not be considered”

**OFFICE OF THE PRIME MINISTER
JOB DESCRIPTION**

Job Title:	Director of National Institutional Capacity Development Department
Directorate/Department:	Office of Prime Minister
Assignment Location:	Mogadishu, NCSC Office.
Reports to:	Deputy Permanent Secretary, OPM
CIM Stream, Grade, Level	Stream A, Level 2 Director
Supervises:	Managers Capacity Building, CIM Program Coordinator and Training Manuals, plus support staff.

Purpose of the Job:

The Office of the Prime Minister (OPM) works for the people of Somalia by supporting the Prime Minister and Cabinet to achieve the Federal Government of Somalia's vision and ensuring a whole-of-government approach to enhancing the economic, environment and social wellbeing of Somalia. The OPM drives the Government's objectives, coordinates policy and services across the whole of government and enables effective stewardship of the civil service. This is achieved through providing through leadership across the civil sector.

The OPM's work is based on shared values that focus on high performance and achievement, ethics and people. These values highlight what OPM stands for and influence how we work. Those values are: -

- a. Professionalism and Excellence – We focus on outcomes, take responsibility for our work, provide consistent and accurate advice, and demonstrate drive, energy and initiative;
- b. Integrity – We are ethical, impartial and honest;
- c. Care – We support our people, recognize their value, and invest in their development. Together we are respectful, honest and enthusiastic;
- d. Service – We are custodians of good public governance providing responsive service to the community and government;
- e. Respect – We are collaborative and courteous in our dealings with internal and external colleagues and stakeholders

To manage the implementation of the government's capacity development program and associated donor support.

Key Tasks/Duties:

Primary purpose of the role

1. Regulate and oversee the implementation of the "flagship" program and any associated capacity development programs;
2. Manage the staff and work of the department and ensure close coordination between the work of the National Institutional Capacity Development Unit and the Project Implementation Unit;
3. To encourage and ensure the preparation of: an assessment of the capacities of public sector institutions (initially focusing on priority institutions); preparation of capacity development plans (or sections on capacity development in ministries' strategic plans) for individual government institutions; and development of guidance for ministries on the format and content of those plans.
4. To ensure that codes of conduct are developed and approved as envisaged under the Somali Compact (on capacity development, salaries, and programme implementation units)
5. To ensure that the Department supports government institutions in devising solutions and initiatives to address capacity needs and in driving forward initiatives to address those needs
6. To ensure that the Department, working closely with the Ministry of Planning and International Cooperation, ensures that systems are created for the monitoring and evaluation of all capacity development initiatives, notably the flagship programme, including compliance with the codes of conduct and other agreed benchmarks or indicators under the Somali Compact partnership principles
7. To ensure that all necessary reporting mechanisms on capacity development activities are established and operate in a way that meets the needs of other organizations and donors, liaising as necessary with the Ministry of Planning and International Cooperation
8. To ensure that the Department works closely with the Capacity Injection Staff in the National Civil Service Commission
9. To ensure coordination and consistency of approach to institutional capacity development (a) between public sector institutions, (b) between the government and development partners, and (c) and at all levels of the Flagship Programme mechanisms.
10. To keep the Prime Minister, the Council of Ministers and its relevant subcommittee, individual Ministers and senior officials advised on progress and to make recommendations on measures to be taken;

11. To ensure the effective operation of mechanisms to supervise and coordinate capacity development activities , including the Flagship Programme Steering Committee and the Capacity Development Working Group, and to ensure that regular comprehensive reports are submitted to them
12. To ensure the effective management of the Capacity Development Department, including supervision and assessment of staff members and allocation of functions
13. To undertake regular performance assessments of senior CDD staff and ensure that the same arrangements apply to junior staff
14. To sustain the effectiveness and reputation of the CDD
15. Contribute to the budget and strategic and business planning processes of the OPM to ensure implications for strategic initiatives, key legislative requirements, FGS targets and performance are represented and considered.
16. To ensure the effective management of the department, including supervision and assessment of staff members and allocation of functions between them, management of budget, staffing and resources, and ensuring that all rules relating to budget and resource management are observed.

Qualifications and experience required:-

Mandatory qualifications:

1. Bachelor qualification from a recognized university in human resources, public administration, international affairs or related discipline.
2. Minimum of 5 years of professional experience in a role involving human resources, career development or capacity development advice within government is essential.
3. Fluency in Somali and English
- 4.

Preferred qualifications and/ or experience:

1. Demonstrated public sector experience in the Somali context and a hands-on, practical approach.

Selection Criteria: -

1. **Writing Skills:** Uses or deploys expert writing skills in a variety of settings and styles, sensitive to the context and the impact of the message (written communication).
2. **Capacity Development Skills:** formulates and communicates capacity development policy options and recommendations, keeps up to date with a broad range of contemporary career issues, scans for links and potential implications of proposed policy options, liaises with stakeholders.
3. **Communication:** confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, uses audience feedback to refine communication and ensure communications are understood, handles difficult and sensitive communications well, prepares complex briefs, letters,

emails and reports using clear, concise and grammatically correct language, edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs, ensures appropriate style and formats are used.

4. **Project Management:** consults, liaises with and influences key stakeholders, produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues, ensures project objectives are met.
5. **Stakeholder Management:** identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships, identifies and responds to stakeholders' underlying needs, uses understanding of the stakeholder's organizational context to ensure outcomes are achieved, finds innovative solutions to resolve stakeholder issues.
6. **Personal qualities**
 1. **Conceptual and Analytical Ability:** deals with concepts and complexity comfortably, uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.
 2. **Detail Focus:** observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities.