



CALL FOR JOB APPLICATION

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| 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: | Beneficiary Institutions Offices in Mogadishu |
| Expected Start Date: | August 2017 |
| Reference No.: | FGS/CIM/Civil Service Recruitment/2017 |

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 below beneficiary institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. Central Bank and National Civil Service Commission of the federal government of Somalia invites applications from qualified candidates for the following positions;

Competent candidates will be selected according to the Capacity Injection Mechanism and **Note:** this recruitment strongly supports women's engagement and will support working women 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**, CIM Coordinator, National Civil Service Commission, E-mail somalia.ncsc.cim02@gmail.com with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or. docx format must be delivered, by 1500 hours of 2nd, August, 2017. Applications addressed exclusively to the above email addresses would not be considered

JOB DESCRIPTION FOR HUMAN RESOURCE MANAGER

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| 1. Job Title | Human Resource Manager |
| 2. Department | Capacity Injection Mechanism Unit |
| 3. Assignment Location | NCSC, Office Mogadishu Somalia |
| 4. Grade Level | Stream “A” level 3 |
| 5. Reporting To | CIM- Coordinator |
| 6. Supervisory Responsibility | CIM Staff |
| 7. Job Purpose | The CIM Human Resources Manager is responsible for the operational delivery of recruitment and selection services and support to CIM recruits. The HRM Manager and NCSC Recruitment team will work with ministries and agencies of the Federal Government of Somalia (FGS) to identify and fill eligible positions for the CIM programme. The CIM HR Manager will manage the team responsible for the effective and efficient operation of all stages of the advertising selection, recruitment and placement process for CIM candidates according to NCSC CIM manuals and protocols. |
| 8. Objectives of the Job | <ul style="list-style-type: none"> • To boost capacity at the Office and provide technical support to the key counterparts in government to lead whole of government capacity development initiative; • Develop a long-term perspective to capacity development and deepen institutional reforms. |
| 9. Duties and Responsibilities | <ul style="list-style-type: none"> • Manage the staff and resources of the NCSC CIM Recruitment staff. • Assist key FGS ministries and agencies to identify urgent staffing gaps. • Provide information on the CIM programme to key ministries and agencies and support their application for participation in the programme. • Liaise with external service providers and the HR Firm Advisers contracted to assist in selection, recruitment and support of appointees. • Implement the NCSC merit based processes and systems for advertising, selecting and recruiting candidates for eligible positions in key ministries and agencies, including: <ul style="list-style-type: none"> • Develop and execute recruiting plans; • Develop career fairs for recruiting and CIM recognition; • Develop working relationships within Universities to aid in recruiting; • Give presentations at Universities, attend student |

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| | <p>group meetings, and increase university awareness of the CIM program before and after career fairs.</p> <ul style="list-style-type: none"> • Create job descriptions; • Lead the creation of a recruiting and interviewing plan for each open CIM position; • Efficiently and effectively fill open positions; • Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation; • Develop a pool of qualified candidates in advance of need; • Research and recommend new sources for active and passive candidate recruiting. • Utilize the Internet for recruitment: <ul style="list-style-type: none"> • Post positions to appropriate Internet sources; • Improve the NCSC website recruiting page to assist in recruiting; • Research new ways of using the Internet for recruitment including social and professional networks. • Oversee the on-boarding and placement of appointees in ministries and agencies. • Ensure accurate and confidential record management of all selection and recruitment activities. • Provide personnel administration services in support of NCSC recruitment policies and programs. • Manage the staff and day to day operations of the CIM Human Resources staff. • Lead, develop and coach the staff of the CIM HRM staff. |
| <p>11. Education</p> | <p>Bachelor qualification from a recognized university in human resource management, organizational development or public administration;</p> |
| <p>12. Experience</p> | <ul style="list-style-type: none"> • Minimum 5 years professional experience in the human resource and/or recruitment function and staff of an organization; • Demonstrated civil sector experience in the Somali context and a hands-on, practical approach in recruitment. |
| <p>13. Applicable Skills & Experience</p> | <ul style="list-style-type: none"> • Knowledge and experience managing on a broad range of HR issues including recruitment and selection performance management, workforce planning, employee relations, and change |

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| | <p>management.</p> <ul style="list-style-type: none">• Proven ability to manage change in a complex and challenging work environment.• Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of internal and external stakeholders.• Demonstrated successful experience in managing and leading a team of HR professionals delivering a high level of service.• Demonstrated hands-on, practical approach.• Demonstrated effectiveness in the design and implementation of successful HRM programs.• Fluency in verbal and written Somali and English. |
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