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## **CALL FOR JOB APPLICATION**

<b>Country:</b>	<b>Somalia</b>
<b>Project:</b>	<b>Somalia Capacity Injection Project</b>
<b>Grant No:</b>	<b>P149971</b>
<b>Assignment Title:</b>	<b>Various Positions in Beneficiary Institutions</b>
<b>Type of Appointment:</b>	<b>Regular Civil Service Position</b>
<b>Type of Contract:</b>	<b>Performance Based Contract</b>
<b>Duty Station:</b>	<b>Beneficiary Institutions Offices in Mogadishu</b>
<b>Expected Start Date:</b>	<b>August 2017</b>
<b>Reference No.:</b>	<b>FGS/CIM/Civil Service Recruitment/2017</b>

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](mailto: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 2<sup>nd</sup>, August, 2017. Applications addressed exclusively to the above email addresses would not be considered

## JOB DESCRIPTION FOR ICT AND DATABASE OFFICER

<b>1. Job Title</b>	<b>ICT and Database Officer</b>
<b>2. Department</b>	CIM unit
<b>3. Assignment Location</b>	NCSC- Office Mogadishu, Somalia
<b>4. Grade Level</b>	Stream “A” level 3
<b>5. Reporting To</b>	CIM-HR Manager
<b>6. Supervisory Responsibility</b>	Nil
<b>7. Job Purpose</b>	The ICT and Database Officer will create and manage all ICT and database applications required for the management of CIM. The ICT and Database officer role is to plan, organize, direct, control, coordinate and support the ICT strategies, plans and operations of the NCSC to ensure the ICT infrastructure and software supports the NCSC overall operations and priorities.
<b>8. Duties and Responsibilities</b>	<p>ICT &amp; Database Officer will be responsible for:</p> <ul style="list-style-type: none"> <li>• Identify the ICT needs of the NCSC and CIM in consultation with other staff, communicating with users to formulate and produce a requirements specification to create system and software solutions.</li> <li>• Develop and manage a database covering all CIM appointees and CIM activities.</li> <li>• Ensuring that CIM systems are compatible with NCSC and other civil service IT applications;</li> <li>• Meeting CIM and NCSC milestones, objectives and deliverables within agreed timeframes and budgets.</li> <li>• Create, maintain and manage technical quality assurance processes and procedures to assess efficiency, validity, value and functional performance of computer systems and environments.</li> <li>• Ensuring adherence to accredited internal and external industry quality standards and regulations.</li> <li>• Plan, organize, direct, control and coordinate the acquisition, development, maintenance and use of ICT systems for the NCSC and CIM. Tasks will include: <ul style="list-style-type: none"> <li>• Analysing information needs and specifying technology to meet those needs;</li> <li>• Formulating and directing information and communication technology strategies, policies and plans;</li> <li>• Directing the selection and installation of ICT resources and the provision of user training;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Setting priorities between system developments, maintenance and operations overseeing the security of ICT systems;</li> <li>• Preparing purchase orders, monitoring supply sources and negotiating contracts with suppliers.</li> <li>• Provide on the job training, coaching and mentoring for CIM/NCSC staff to manage all ITC procedures.</li> <li>• Provide ITC advice and support to CIM/NCSC management.</li> <li>• Ensure optimal database and system integrity, security, backup, reliability and performance.</li> <li>• Perform the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls.</li> <li>• Implementing and administering database documentation, guidelines, policies and procedures.</li> <li>• Testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality.</li> <li>• Maintian CIM/NCSC Software and Hardware systems</li> </ul>
<b>9. Education</b>	<ul style="list-style-type: none"> <li>• Bachelor degree in ITC or Computer Science from a recognized university</li> </ul>
<b>10. Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years professional experience in the ITC, computer operations and database maintenance</li> <li>• Demonstrated civil sector experience in the Somali context and a hands-on, practical approach in ITC and database maintenance</li> </ul>
<b>11. Skill Requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to assist individuals or groups in the achievement of strategic ITC goals.</li> <li>• Proven ability to impart information and communicate complex technical ICT concepts, including the development of documentation at a high standard.</li> <li>• Demonstrated experience in the development and implementation of ICT technical services, delivery processes, ICT standards and methodologies to achieve high quality service outcomes.</li> <li>• Experience in the use of technology and process improvement as a vehicle for reform and as a change agent in redeveloping business practices.</li> <li>• Sound knowledge of ICT technologies and trends.</li> <li>• Fluency in verbal and written Somali and English.</li> </ul>

