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**OFFICE OF THE PRIME MINISTER**

**1. Job Title**

**STRATEGY AND POLICY ADVISOR**

**2. Summary**

The incumbent is expected to provide high-level strategic coordination and communication advisory to the Office of the Prime Minister as well as to other departments of the Federal Government. She/he will also be expected to provide advice on dissemination of policy and program to federate the country.

**3. Duties**

The role of the strategic consultant is to be the lead facilitator of strategic coordination and communication on matters related to the Office of the Prime Minister. The specific tasks that the adviser will undertake include:

- Providing advice to the Prime Minister and senior staff of the Office of the Prime Minister on strategic matters;
- Ensuring the Office of the Prime minister's vision as it relates to the Constitution and the relevant federal institutions carry out Federalism;
- Establishing and reviewing key strategic priorities for the Office of the office of the Prime Minister and translating them into a comprehensive strategic plan;
- Monitoring the execution of the strategic plans;
- Contribute to driving of key strategic initiatives of the Office of the Prime Minister;
- Ensuring departmental/unit strategic plans reflect governmental strategic priorities of the Office;
- Supporting Office of the Prime Minister to organize national and regional level forums on strategic issues;
- Partnering with institutional leadership, special committees, and consultants to support execution of key initiatives of the Office of the Prime Minister;
- Assisting the Office of the Prime Minister to establish coordination and communication mechanism with relevant line ministries in ensuring that strategic government policies are aligned with government priorities;
- Translating strategies into actionable and quantitative plans; and,
- Mobilizing and managing teams of individuals charged with executing strategies.

**EXPECTED OUTCOMES**

- An overarching framework and strategy for federalism with well-defined desired end-states for each priority area;
- Implementation plan supporting the roll out of the Federal strategy;
- Detailed one-year action plans setting out existing and planned activities, roles and responsibilities of different actors, timelines; and,
- Monthly reports and briefing for the office of the Prime Minister, progress made, challenges encountered and corrective action proposed.

## 4. Key Qualifications

### Education:

- Master's degree in Economics, Political Science, Public Administration, International Development or related field with equivalent professional experience.

### Work Experience:

- Extensive experience in providing high-level strategic communication advice to the Federal Government Institutions is essential;
- A sound knowledge of Somalia and senior level experience of the Federal Government is essential;
- At least 8 years of proven experience in Federal Government and Member States, program development and implementation;
- 2-4 years relevant experience in analytical work in the field of planning, preferably with a focus on Somalia;
- Specific experience in carrying out the tasks described in this TOR; and,
- Prior work in the Office of the Prime Minister area is highly desirable and firm understanding of Somalia context.

## 5. Requirements

### KEY COMPETENCIES

- Excellent analytical skills, ability to synthesize and clearly present complex processes and issues to service the information needs of diverse audiences;
- Ability to translate strategic thinking and innovative ideas into practical operational recommendations;
- Results orientation and commitment to producing high-quality products;
- Ability to work under tight deadlines;

- Ability to support strategic planning, results-based programming, management, reporting as well as resource mobilization efforts;
- Ability to support formulation, implementation, monitoring and evaluation of development programs and projects;
- Demonstrates outstanding oral and written communication and presentation skills;
- Strong interpersonal, negotiation and networking skills;
- Strong IT skills. Encourages the use of new technologies and strives for high standard of professional work; and,
- Strong inter-personal skills: Ability to motivate and inter-act with colleagues at all levels within the organization as well as with inter-agency partners.

**Language Requirements:**

Fluency in both spoken and written English. Knowledge of Somali is required.

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