

**Ministry of Internal Security**

**Hirshabelle State of Somalia**

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MINISTRY OF INTERIOR SECURITY

TERMS OF REFERENCE

Post title Coordinator Officer

Contract Individual Contract

Organization unit MoIS HR Section

Name of Supervisor DG MoIS

Duration 3 months

Location Somalia, Jowhar

I. Organizational Context/Background

The Hirshabelle State of Somalia, Ministry of Interior Security (MOIS) is responsible for the effective, efficient and transparent management of the Security sector. The MOIS provides executive direction and exercises civilian oversight over the armed forces’s missions, composition, budget and procurement policies; guarantees that the rule of law is respected throughout the armed forces ranks with the assistance of institutions such as police forces. develops and implements security strategies and policies on matters related to security planning management and financial control, disarmament, demobilization and reintegration, veterans and orphans affairs, border protection, mission, organization, personnel, operations and financing of the security sector, peace missions on Hirshabelle territory, and participation of Somali security forces. resources required

To this end, the MoIS has embarked on an institutional development and capacity programme to enable the fulfilment of its mandate, which includes the recruitment of advisors within the different departments. The Ministry's primary policy framework reference is the 2012 Provisional Constitution, National Security Architecture (NSArch) from which it draws its mission mandate, including its active and substantial lead and participation in the security sector

Coordinator Responsibilities

include:

\* Planning and coordination of the ministry and its activities

\* Ensuring implementation of policies and practices

\* Maintaining budget and tracking expenditures/transactions

Job brief

We are looking for a competent Coordinator to undertake a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out important operational duties.

To be an excellent program coordinator, you must be organized and detail-oriented, comfortable working with diverse teams. If you have further skills in program development and human resources support, we’d like to meet you.

The goal will be to facilitate the effective management of programs according to the Ministry ’s standards.

Responsibilities

\* Support planning and coordination of a ministry and its activities

\* Ensure implementation of policies and practices

\* Maintain budget and track expenditures/transactions

\* Manage communications through media relations, social media etc.

\* Help build positive relations within the team and external parties

\* Schedule and organize meetings/events and maintain agenda

\* Ensure technology and equipment is used correctly for all operations

\* Prepare paperwork and order material

\* Keep updated records and create reports or proposals

\* Support growth and ministry development

Requirements

\* Proven experience as coordinator or relevant position

\* Knowledge of management and development procedures

\* Knowledge of budgeting, bookkeeping and reporting

\* Tech savvy, proficient in MS Office

\* Ability to work with diversity and multi-disciplinary teams

\* Excellent time-management and organizational skills

\* Outstanding verbal and written communication skills

\* Detail-oriented and efficient

\* BSc/BA in business administration or relevant field

September 2019