

**Ministry of Internal Security**

 **Hirshabelle State of Somalia**

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MINISTRY OF INTERIOR SECURITY

TERMS OF REFERENCE

Post title Human Resources Assistant

Contract Individual Contract

Organization unit Mois, HR Section

Name of Supervisor DG Mois

Duration 3 months

Location Hirshabelle, 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

II. Job description

The Human Resources Assistant has experience and good knowledge of human resources management and personnel matters, including human resources policies, planning and staffing needs, contracting of staff and developing human resources policies. Importantly, the Human Resources Assistant must hold great “people-person” skills and professional attitude, be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team.

The Human Resources Assistant will carry out the following tasks:

• Develop and review HR policies

• Plan short and long term manpower requirements for the Ministry, vacant positions and staffing needs

• Creating and upgrading the job descriptions

• Contracting of staff

• Employees basic data and contracts

• HRM:  Administration and keeping of HR files (holidays, vacancies, sick leave, other absence, dismissals, pensioning, rewards, disciplinary actions etc)

• Taking and keeping attendance records on daily bases

• Preparation and control of Payroll of the Ministry’s staff

• Determination and computation of salaries and bonuses; information of financial section

• Ensure health and safety of staff and security of facilities

• Explaining responsibilities for new employees

• Giving suggestions on how to motivate employees

• HRD (Trainings): Training Plan, Design/manuals, M&E of training, training certificates

• Procurement of trainers, training facilities etc.

• Support and oversee internship programs

• Organizing annual employees meeting

• Prepare monthly, quarterly HR annual reports

III. Key Deliverables

• Developed comprehensive human resources policy package for MoIS in accordance with applicable rules and regulations

• A well-functioning employment system containing all employees updated human resources files

• Daily updated attendance records

• Updated and relevant job descriptions for all MoIS staff

• A well designed and implemented training plan for staff

• Monthly Activities Report. A report on activities undertaken for the month in the execution of your duties and responsibilities.

IV. Reporting

The Human Resources Assistant directly reports directly to Director General of the Ministry of Defence

V. Recruitment Qualifications and Competencies

Education: Bachelor’s Degree in Human Resources management or Business administration (human resources option);

Experience:

• At least One year of experience in human resources management;

• Knowledge and understanding of human resources management and career development

Competencies:

• Substantial knowledge of human resources management practices;

• Knowledge and understanding of recruitment process and career development;

• conscientious and self-motivated with an ability to work as a team member and on own initiative;

• Ability to work as part of a multidisciplinary team,

• Substantial knowledge of human resources management and career development practices;

• conscientious and self-motivated with an ability to work as a team member and on own initiative;

• IT - in particular MS Word, MS Excel, Power Point.

Language requirements:

• Fluent in written and spoken Somali and English

September 2019