

**Ministry of Internal Security**

**Hirshabelle State of Somalia**

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MINISTRY OF INTERIOR SECURITY

TERMS OF REFERENCE

Post title ICT Officer

Contract Individual Contract

Organization unit MoIS Admin 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

The ICT Officer expected to support the Legal Advisor of the MoIS In general, the Administration Assistant is knowledgeable on management and office planning practices. Importantly, the Legal Assistant must be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team.

The Legal Assistant will carry out the following tasks in support of the Legal Advisor:

• Establish a functioning Legal Office within the MoIS using MoIS processes and systems.

• Plan and coordinate work closely with other departments within the MoD fostering good working relationships.

• Support key coordination meetings.

• Secretariat support to the administration Advisors’ meetings alongside other key stakeholders.

• Coordination of FGS and donor support to the reviewing and drafting of law and other legal documents.

• Administer regular meetings for the Legal Advisors.

• Contribute to the MoIS reporting in accordance with MoIS administrative procedures.

• Others tasks as required by his/her supervisor.

III. Key Deliverables

• A functioning Administration Office within the MoIS using MoIS processes and systems.

• Good working relationships and well functioning cooperation and coordination with other departments within MoIS

• Regular legal coordination meetings schedule established and implemented.

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

IV. Reporting

Legal Assistant reports to the DG MoIS, Legal Director.

V. Recruitment Qualifications and Competencies

Education: Bachelor’s Degree in Accounting, Business Administration, or equivalent.

Experience:

• At least three years of experience in legal affairs, administration, operations and planning.

• Knowledge and understanding report writing and office administration

Competencies:

• Substantial knowledge of management and planning practices;

• Knowledge and understanding of donor reporting requirements;

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

• Basic knowledge of planning and budgetary practices;

• Ability to work as part of a multidisciplinary team,

• 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