

**Ministry of Internal Security**

**Hirshabelle State of Somalia**

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MINISTRY OF INTERIOR SECURITY

TERMS OF REFERENCE

Post title Procurement Assistant

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 Swcurity (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 Procurement Assistant is knowledgeable on procurement practices, both in terms of operational procedures for public sector procurement and development and planning of procurement procedures. Importantly, the Procurement Assistant must be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team.

The Procurement Assistant will carry out the following tasks:

• Receipt and storage of all incoming/outgoing official correspondence to/from The Ministry, Filing, Archiving, preparing follow-up periodic reports, by using the Automated e-dewan Archiving System;

• Prepare Ministry's procurement plan;

• Clearance of all procurements on request of ministry departments;

• Procurement and administration of office furniture, non-ICT technology, stationery;

• Managing ministry's warehouse;

• Copying and printing;

• Ensure the provision of water, electricity, telephone and the internet services;

• Management of Garage services (Vehicles, Drivers, Car Maintenance);

• Management of Internal services Guards, Cleaners, Janitors, Messengers (mail services);

• Maintenance and registration of the current and fixed assets of the Ministry;

• Observing overall security conditions of the ministry buildings.

III. Key Deliverables

• A developed and well-functioning procurement plan for MoIS.

• Well functioning procurement of necessary office equipment, non-ICT technology, stationary and other required items within MoIS

• Well managed garage and internal services.

• Registration of the current and fixed assets of the Ministry.

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

IV. Reporting

The Procurement Assistant directly reports to Procurement Officer of the MoIS and s/he will work closely with the Director of the Finance Department.

V. Recruitment Qualifications and Competencies

Education: Bachelor’s Degree in Business Administration, procurement/assets management.

Experience:

• At least One year of experience in procurement and administration

• Knowledge and understanding report writing and office administration

• Competencies:

• Substantial knowledge of management and procurement 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;

• Ability to work as part of a multidisciplinary team,

• Substantial knowledge of financial and procurement 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