

## CALL FOR JOB APPLICATIONS

<b>Country:</b>	<b>Somalia</b>
<b>Project:</b>	<b>Somalia Capacity Injection Mechanism Project</b>
<b>Grant No:</b>	<b>P149971</b>
<b>Assignment Title:</b>	<b>Various Positions in Beneficiary Institutions</b>
<b>Type of Appointment:</b>	<b>Regular Civil Service Position</b>
<b>Type of Contract:</b>	<b>Performance Based Contract</b>
<b>Duty Station:</b>	<b>Beneficiary Ministries Offices in Mogadishu</b>
<b>Expected Start Date:</b>	<b>August, 2021</b>
<b>Reference No.:</b>	<b>FGS/CIM/Civil Service Recruitment/2021</b>

Under the Somali Compact of September 2013, the Federal Government of Somalia established a Government Flagship Programme to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this.

The below beneficiary institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. The Office of the National Civil Service Commission (NCSC) of federal government of Somalia invites applications from qualified candidates for the following positions;

---

**1: Civil Service Reform Advisor**

**2. Director of Performance and Appraisal Department**

**3: ICT and database officer**

**4: Director of Communication department**

**5. Director of Statistics**

**6. Head section of Finance**

**7. Human Resources Analyst, Training and Career Management -**

---

Competent candidates will be selected according to the Capacity Injection Mechanism and National Civil Service Commission recruitment manual and procedures. Further information and Detailed Terms of Reference can be obtained on the following website [www.ncsc.org.so](http://www.ncsc.org.so), and at the address below during office hours i.e. 0900 to 1600 hours:

**Note:**

*“This recruitment strongly supports women’s engagement and will support workingwomen through paid maternity leave, plus allowances to support 'secure accommodation', secure transport to and from work' and 'childcare allowances’”*

**How to apply**

Confidential applications can be addressed to [recruitment@ncsc.gov.so](mailto:recruitment@ncsc.gov.so) and copy [somalia.ncsc.cim02@gmail.com](mailto:somalia.ncsc.cim02@gmail.com) and [info@ncsc.gov.so](mailto:info@ncsc.gov.so) with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or .docx format must be delivered, by 1500 hours of **12<sup>th</sup> July 2021**

*“Applications addressed exclusively to the one of the above email addresses would not be considered*

## JOB DESCRIPTION FOR DIRECTOR OF PERFORMANCE MANAGEMENT AND APPRAISAL

1. Job Title	Director, Performance Management, Appraisal and Promotion
2. Department	Performance Management, Appraisal and Promotion
3. Assignment Location	Mogadishu, National Civil Service Commission
<b>Duration</b>	6 months (with possibility of extension)
4. Grade Level	Stream A, Level 2 step 1
5. Reporting To	Director General, National Civil Service Commission
6. Supervisory Responsibility	The Director of Performance Management, Appraisal and Promotion will be responsible for the supervision of all section heads within the Department.
7. Job Purpose	The Director, Performance Management, Appraisal and Promotion is the functional Head of the Department. He/ she is responsible for the overall technical, administrative and management of the Department. The incumbent is a career senior civil servant appointed through a competitive process and is responsible for providing leadership and vision for achieving goals of the Department. He/ She shall be responsible for providing technical and professional support to the Commission Secretary.
8. Objectives of the Job	<ul style="list-style-type: none"> <li>• Overall selection, Performance Management and Appraisal within the public service</li> <li>• Provide effective leadership, enabling the Department to improve performance of its functions and achieve set results</li> <li>• Coordinating the Appraisal and Contract Management, Talent Management and Discipline and Appeals roles</li> </ul>
9. Duties and Responsibilities	<p>The Director of Performance Management, Appraisal and Promotions: -</p> <ul style="list-style-type: none"> <li>• Developing performance policies and procedures and coordinating their implementation by MDAs</li> <li>• Developing and institutionalizing talent management programmes for the civil service and young graduates</li> <li>• Develop a framework for the hearing and determination of appeals related to human resources from MDAs</li> <li>• Develop appropriate certifications to acquire and administer assessment instruments and provide feedback to management of MDAs</li> <li>• Researches best practices in human performance and designs and revises performance management system for the NCSC</li> <li>• Develop the framework for improving civil service compensation systems and incentive systems for attracting and retaining competent and productive civil servants</li> </ul>

	<ul style="list-style-type: none"> <li>• Developing and institutionalizing talent management programmes for the civil service and young graduates</li> <li>• Advising the MDAs on the required policies and procedures for talent management including civil servants' selection, placement to line MDAs training and development</li> <li>• Coordinating the performance and evaluation of talent programmes in the civil service among the MDAs</li> <li>• Any other duties assigned by the supervisor and his/her delegate</li> </ul>
10. Deliverables	<p>The Director of Performance Management, Appraisal and Promotions shall be responsible for the following deliverables:</p> <ul style="list-style-type: none"> <li>• Performance policies and procedures for civil service as well as Policy framework for dispute resolutions</li> <li>• Public service performance management programme</li> <li>• Public service talent management programme</li> <li>• Performance recognition awards and certificates</li> <li>• Developing and rolling out Public Service Talent Programmes</li> </ul>
11. Education	<ul style="list-style-type: none"> <li>• A minimum of 1<sup>st</sup> Degree in Human Resource management and development or related discipline from a recognized University or equivalent professional qualification</li> <li>• A Master's Degree in Human Resource Development will be an advantage</li> </ul>
12. Experience	<ul style="list-style-type: none"> <li>• Seven years' experience, four (4) of which must have been at the senior management level in the public service</li> </ul>
13. Skills Mix Requirements	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Change management</li> <li>• Leadership and development</li> <li>• Problem-solving techniques</li> <li>• Blend of analytical, observational, organisational and networking skills</li> <li>• Strategic planning and benchmarking</li> <li>• Project management</li> <li>• Performance measurement</li> <li>• Team building and management</li> <li>• Monitoring and evaluation</li> <li>• ICT skills</li> <li>• Report writing</li> <li>• Excellent oral and written English and Somali languages</li> </ul>
14:Competency Requirements	<ul style="list-style-type: none"> <li>• Gives objective advice based on sound analysis</li> <li>• Focuses on outcomes</li> <li>• Gives purpose and direction</li> <li>• Thinks strategically</li> <li>• Involves people in decision-making</li> </ul>

	<ul style="list-style-type: none"><li>• Communicates effectively</li><li>• Demonstrates commitment to organisation/ corporate decisions</li><li>• Displays an intelligent awareness of the political environment</li><li>• Prepares plans with clear short- and long-term objectives</li><li>• Functions effectively in a team of professionals</li></ul>
--	---