



**Jamhuuriyadda Federaalka Soomaaliya**  
**Xafiiska Ra'iisul Wasaaraha**  
**Office of the Prime Minister**

**Terms of Reference – Admin and Finance Officer**

<b>Job Title:</b>	Admin/Finance Officer
<b>Duration of the assignment:</b>	90 days
<b>Department/Group</b>	Office of the Prime Minister
<b>Duty station:</b>	Somalia, Mogadishu
<b>Supervisor:</b>	Permanent Secretary or his designated representative Team Leader: SIP Project

**Background:**

Under the Leadership of the Leadership of the new President and Prime Minister, the Federal Government has set a new tempo for the conduct of government business. Beginning with the formation of the new Cabinet, the government has committed to a new way of doing business. Line Ministers have now committed to a new result oriented approach underpinned by the development of 90- day action plans and performance contracts signed with the Prime Minister rolling out reform to 'prime' the government machinery for the implementation of the National Development Plan. This reform effort with require that a capable and competent civil service is in place that is able to either implement or oversee the implementation of the activities, projects and programmes in the NDP. A strong center of government endowed with a solid coordination arrangement within the executive, with parliament and the public, a Performance Management System that clearly assigns roles and responsibilities and monitors progress against key deliverables, and a communication machinery to effectively communicate with the general public, development actors, and development partners.

The Office of the Prime Minister at the federal government level lies at the nexus of all these functions;

- execution of the legislative agenda of government in Parliament (focusing on Cabinet operations and Cabinet – Parliament relations);
- execution of a performance management system for the government that delivers results;
- establishment of an elaborate communication system/framework to ensure buy-in of all stakeholders and communication of development results by the government.
- provide for coherent coordination within the overall development of the federal arrangements in Somalia.

The UNDP has signed a letter of agreement (LOA) with the Office of the Prime (OPM) to support its efforts to undertake these functions. In that regard, the OPM seeks hire a consultant to carry out the functions of finance and administration in respect of the funds that will be made available to the OPM under the LOA. The Finance and Administration consultant will report to the Permanent Secretary of the Office of the Prime Minister or his designated representative.

## **Duties and Responsibilities**

Under the supervision of the Permanent Secretary of the Office of the Prime Minister or his designated representative, the Administration and Finance Consultant will be expected to carry out the following:

Manage administrative, human resources and financial activities related to the successful execution of the LOA:

### **Ensures effective administration and financial control, focusing on achievement of the following results;**

- Coordinate and act as focal point for issues relating to finance (including salary, payment of DSA etc, and processing of invoices and receipt of funds) for activities carried out under the LOA
- Support and guide the OPM in reporting requirements, clearance procedures for finances, procurement, recruitment, travel, and related issues;
- Initiate requests for funds under the LOA;
- Reconcile the records of payments with activities;
- Proper inventory control and proper issuance of inventory items and supplies;
- Provide assistance in the preparation of project budgets, and other reports;
- Preparation of relevant information and reports for audit exercises.

### **Ensure effective procurement, Budgeting and Financial and Assets management, focusing on the achievement of the following results;**

- Assist in the preparation of project activity budgets based on approved work plans;
- Raise requisitions and be the project financial focal point;
- Support OPM Staff on UNDP operational issues by ensuring compliance with UNDP rules and procedures under Letter of Agreements.
- Liaise with UNDP in the implementation of the letter of agreement (LOA) and ensure that activities are not undertaken beyond contractual period;
- Maintain an appropriate filing system documenting the implementation of approved work-plan activities.

### **Provide Effective and efficient activity implementation support focusing on the achievement of the following results:**

- Carry out all administrative, personnel and financial tasks required to ensure that appropriate control reporting structure are maintained in accordance with OPM/UNDP Rules and Regulations;
- Manage accounting and financial tasks related to the funds made available under the LOA and ensure that appropriate control and reporting structures are maintained;
- Undertake other duties as requested by the supervisor

### **Competencies;**

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

### **Functional Competencies;**

- Ability to participate effectively in team-based information sharing environment;
- Ability to plan, prioritize and deliver tasks on time;
- High client service orientation and initiative to solve problem, excellent analytical and communication skills;
- Ensures high quality and accuracy of work;

- Executes processes and transactions with a results-oriented approach;
- Consistently approaches work with energy and positive, constructive attitude;
- Ability to work with minimal supervision.

**Development and Operational Effectiveness;**

- Ability to perform work of confidential nature and handle a large volume of work;
- Good knowledge of administrative rules and regulations;
- Strong IT skills and knowledge of web based systems;

**Leadership and Self-Management;**

- Focuses on results for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure.

**Qualifications:**

**Education;**

- Advanced university degree in business administration, finance, social sciences or equivalent qualifications, preferably with specialized certification in Accounting and Finance

**Experience;**

- 3 years of administrative and programme/project experience is required with the Federal Government or international NGOs;
- Advanced skills in the usage of computer software packages (MS Word, Excel, etc), and web based management systems.

**Nationality:** Somali

**How to apply:**

*Interested candidates should submit their CV and their application letter via e-mail To [abdirahmanbash@gmail.com](mailto:abdirahmanbash@gmail.com) and Cc [mkeynan@opm.gov.so](mailto:mkeynan@opm.gov.so), [yahyeali2010@gmail.com](mailto:yahyeali2010@gmail.com) , [francis.luwangwa@undp.org](mailto:francis.luwangwa@undp.org) with reference to “**Admin and Finance Officer**” in the subject line by 14<sup>th</sup> October 2017. Only short-listed candidates will be contacted for an interview.*

**Women are strongly encouraged to apply**