



The Federal Republic of Somalia
NATIONAL CIVIL SERVICE COMMISSION (NCSC)

NATIONAL CIVIL SERVICE COMMISSION
REQUEST FOR APPLICATIONS

Country:	Somalia
Department:	National Civil Service Commission (NCSC)
Type of Appointment:	Contract
Duration:	2 years
Duty Station:	NCSC Office, Mogadishu
Expected Start Date:	1 July 2015

Under the Somali Compact of September 2013, the Federal Government of Somalia established a Flagship Programme to build core public sector capacities. This is supported by the Public Sector Capacity Injection Mechanism (CIM). The NCSC has been tasked to administer the delivery of the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. The NCSC needs to strengthen its recruitment capacity and invites applications from qualified candidates for the following positions:

VACANCIES:

QUALIFICATIONS IN:

Capacity Injection Mechanism (CIM) Coordinator:	Human Resources, Organisational Development or Public Administration.
Human Resources (HR) Manager:	Human Resources or Public Administration.
Human Resources (HR) Officer:	Human Resources or Public Administration.
ICT and Database Manager:	Information Technology & Communication or Computer Science;

As a key members of the NCSC you will provide leadership and direction across all functional HR areas to ensure the delivery of best practice integrated services, strategies and initiatives to achieve superior performance.

We are seeking professionals with strong strategic and tactical HR experience, communication and stakeholder engagement skills. You will have proven experience driving change and building capability in an organization supported by a strong focus on partnering and fulfilling the role of 'trusted advisor'.

Detailed Job descriptions can be obtained on the following website www.mof.gov.so/mof/vacancies/, www.radiomuqdisho.net and www.hiiraan.com and other Somalia based websites and at the e-mail address below.

This recruitment strongly supports women's engagement and will support working women through paid maternity leave, plus allowances to support 'secure accommodation', 'secure transport to and from work' and 'child care allowances'.

How to Apply

Confidential applications can be addressed to Mr. Shair Guuled, Director General, National Civil Service Commission, with only a Covering Letter and Curriculum vitae (CV) in WORD .doc or .docx format to somalia.ncsc.cim02@gmail.com by 1500 hours of 27 June, 2015.

Please state the position applying for in the email subject line.

JOB DESCRIPTION

Job Title:	Capacity Injection Mechanism (CIM) Coordinator
Department:	National Civil Service Commission (NCSC)
Grade:	Stream B – Level 1
Assignment Location:	Mogadishu, NCSC Office.
Reports to:	General Secretary, NCSC
CIM Stream, Grade, Level	Stream B, Level 1 Senior Adviser
Supervises:	Managers' of Contracts & Job Evaluation, Recruitment, ITC & Database, Performance Appraisal and Training & Development, plus indirect staff.

Purpose of the Job:

The Capacity Injection Mechanism (CIM) is an FGS initiative to provide urgently needed skills, knowledge and expertise to recipient Ministries, Departments and Agencies (rMDA's) in the Somali Civil Service. The NCSC Recruitment Unit is looking to recruit CIM Coordinator. This is a two year assignment located in Mogadishu.

The CIM Coordinator is responsible for the delivery of recruitment services and support to rMDA's of the Somali Civil Service. The Coordinator will work with Recruitment team managers and staff, to identify, develop and implement recruitment solutions for prioritized positions across a range of rMDA's. The Coordinator will supervise Job Contracts and Job Grading Manager and oversee job evaluation and job classification of CIM positions within the Stream A & B cohorts. The CIM Coordinator will oversee training and development support provided by the Training and Development Manager including the involvement of external training providers. The Coordinator, in partnership with Civil Service Ministers and managers, will identify and fill urgent staffing capability and capacity gaps in rMDA's and reinforce reform initiatives to improve staff and Ministry performance.

Key Tasks/Duties:

The job holder will be responsible for:

1. Oversee the establishment of the new Capacity Injection Mechanism and develop working relationships with key members of staff in Ministries and other public sector organizations that participate in the Flagship Programme.
 - a. In collaboration with team managers, develop work plans for the CIM which support urgent staff recruitments and objectives of the Preparation Project and Flagship Programme;
 - b. Ensure that the priority positions of the six key rMDA's identified in the preparation Project are filled during the first phase of recruitment;
 - c. Oversee the establishment of office procedures and transparent contracting processes, merit based recruitment and selection processes including practices that promote female participation and inclusion;
 - d. Oversee the establishment of an effective outreach programme and advertising system to identify suitable CIM candidates.
2. The CIM Coordinator will manage the interface with an external HR Firm to ensure the best candidates are selected for the urgent positions in key ministries and agencies.
3. Ensuring effective planning and management of the three CIM core functional areas of finance and administration, learning and development, human resources and recruitment, according to quality standards.
 - a. Provide technical leadership and overall management of recruitment, selection placement and support processes;
 - b. Provide oversight management to CIM recruits, including staff development, work planning, direction and monitoring quality work;

- c. Managing and reporting on the human and financial resources allocated to the Recruitment Unit;
 - d. Develop a performance monitoring and evaluation framework for the CIM staff.
- 4. Coordinating and implementing activities of the CIM ensuring coherence and compatibility with the Capacity Development Flagship Programme, policies of the World Bank, UNDP and Government of Somalia.
 - a. Ensure close cooperation with other government institutions on capacity development, especially the Capacity Development Department of the Prime Minister's Office, the Ministry of Labour and Social Affairs and the Ministry of Finance;
 - b. Plan and oversee urgent staffing needs assessments of rMDA's;
 - c. Develop scopes of work for contract trainers or firms that will develop and/or deliver recruitment or training services;
 - d. Engage and monitor capacity building training consultants and firms;
 - e. Prepare status reports, PMP reports, and other information as required by the World Bank, UNDP, FGS and other Donors;
 - f. Oversee the establishment and future development of a database of potential candidates.

Qualifications and experience required:

Mandatory qualifications:

1. Masters qualification from a recognized university in human resource management, organizational development or public administration; If studying for maters then an additional 3 years work experience required in addition to requirements in item 2 below:
2. Minimum 5 years professional experience effectively managing the human resource or public administration function;
3. Fluency in Somali and English.

Preferred qualifications and/ or experience:

1. Demonstrated public sector experience in the Somali context and a hands-on, practical approach.

Selection Criteria:

1. A proven track record of being able to work flexibly and innovatively in a situation of multiple demands and limited resources;
2. Strong knowledge of institutional development issues and their operational application in the Somali recruitment and talent management context;
3. Proven ability to assess human resource management issues and problems and develop practical recruitment options and solutions;
4. - Strong analytical and drafting skills in performance reporting, job descriptions, recruitment campaigns and performance agreements or management;
5. Proven ability to develop and maintain good professional relations with stakeholders, particularly counterparts and staff members, and
6. Initiative and proven ability to work with little supervision

Applicable Skills & Experience

The job holder will be able to show evidence of aptitudes:

1. 5 years effectively managing the public administration, human resource and recruitment function and staff of an organization.
2. Knowledge and experience managing on a broad range of HR and organizational issues including performance management, workforce planning, employee relations, strategic HR planning and change management;
3. Proven ability to manage change in a complex and challenging work environment;
4. A minimum of ten years of progressively responsible experience in resource mobilization, fund mobilization, donor relations, management, administration, finance or related field;
5. Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of internal and external stakeholders.



JOB DESCRIPTION

Job Title:	Human Resources (HR) Manager
Directorate/Department:	National Civil Service Commission (NCSC)
Grade:	Stream A – Level 3, Sub Director
Assignment Location:	Mogadishu, NCSC Office.
Reports to:	CIM Director, NCSC
Supervises:	HR Officer and HR Assistant.

Purpose of the Job:

The Capacity Injection Mechanism (CIM) is an FGS initiative to provide urgently needed skills, knowledge and expertise to recipient Ministries, Departments and Agencies (rMDA's) in the Somali Civil Service. The NCSC Recruitment Unit is looking to recruit CIM Director. This is a two year assignment located in Mogadishu.

The CIM Human Resources Manager is responsible for the operational delivery of recruitment and selection services and support to CIM recruits. The HRM Manager and NCSC Recruitment team will work with ministries and agencies of the Federal Government of Somalia (FGS) to identify and fill eligible positions for the CIM programme. The CIM HR Manager will manage the team responsible for the effective and efficient operation of all stages of the advertising selection, recruitment and placement process for CIM candidates according to NCSC CIM manuals and protocols.

Key Tasks/Duties:

The job holder will be responsible for:

1. Manage the staff and resources of the NCSC CIM Recruitment staff.
2. Assist key FGS ministries and agencies to identify urgent staffing gaps.
3. Provide information on the CIM programme to key ministries and agencies and support their application for participation in the programme.
4. Liaise with external service providers and the HR Firm Advisers contracted to assist in selection, recruitment and support of appointees.
5. Implement the NCSC merit based processes and systems for advertising, selecting and recruiting candidates for eligible positions in key ministries and agencies, including:
 - i. Develop and execute recruiting plans;
 - ii. Coordinate and implement graduate recruiting initiatives;
 - i. Coordinate university recruiting initiatives;
 - ii. Develop career fairs for recruiting and CIM recognition;
 - iii. Develop working relationships within Universities to aid in recruiting;
 - iv. Give presentations at Universities, attend student group meetings, and increase university awareness of the CIM program before and after career fairs.
 - iii. Create job descriptions;
 - iv. Lead the creation of a recruiting and interviewing plan for each open CIM position;
 - v. Efficiently and effectively fill open positions;
 - vi. Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation;
 - vii. Develop a pool of qualified candidates in advance of need;
 - viii. Research and recommend new sources for active and passive candidate recruiting.
6. Utilize the Internet for recruitment:
 - a. Post positions to appropriate Internet sources;
 - b. Improve the NCSC website recruiting page to assist in recruiting;

- c. Research new ways of using the Internet for recruitment including social and professional networks.
7. Oversee the on-boarding and placement of appointees in ministries and agencies.
8. Ensure accurate and confidential record management of all selection and recruitment activities.
9. Provide personnel administration services in support of NCSC recruitment policies and programs.
10. Manage the staff and day to day operations of the CIM Human Resources staff.
11. Lead, develop and coach the staff of the CIM HRM staff.

Qualifications and experience required:

Mandatory qualifications:

1. Bachelor qualification from a recognized university in human resource management, organizational development or public administration;
2. Minimum 5 years professional experience in the human resource and/or recruitment function and staff of an organization;
3. Fluency in Somali and English.

Preferred qualifications and/ or experience:

1. Demonstrated civil sector experience in the Somali context and a hands-on, practical approach in recruitment.

Selection Criteria:

1. Demonstrated experience in recruitment and approaches and the ability to utilize a range of techniques to increase the levels of advertise responses, and service delivery in completing CIM recruitment assignments;
2. High-level interpersonal skills including verbal and written communication skills and an exceptional ability to develop and maintain results-focused stakeholder relationships;
3. Demonstrated ability to work effectively with others to build productive coalitions and contribute to sustainable outcomes, including advocacy and the capacity to negotiate effective solutions;
4. Demonstrated understanding and experience of the recruitment and selection cycle of planning, implementation, monitoring and reporting;
5. Ability to design, implement and manage talent acquisition for CIM level recruits in accord with the CIM Career Development Manual.

Applicable Skills & Experience

The job holder will be able to show evidence of aptitudes against the following key selection criteria:

1. Knowledge and experience managing on a broad range of HR issues including recruitment and selection performance management, workforce planning, employee relations, and change management.
2. Proven ability to manage change in a complex and challenging work environment.
3. Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of internal and external stakeholders.
4. Demonstrated successful experience in managing and leading a team of HR professionals delivering a high level of service.
5. Demonstrated hands-on, practical approach.
6. Demonstrated effectiveness in the design and implementation of successful HRM programs.
7. Fluency in verbal and written Somali and English.

JOB DESCRIPTION

Job Title:	Human Resources (HR) Officer - Capacity Injection Mechanism (CIM)
Directorate/Department:	National Civil Service Commission (NCSC)
Grade:	Stream A – Level 3
Assignment Location:	Mogadishu, NCSC Office.
Reports to:	HR Manager, NCSC
CIM Stream, Grade, Level	Stream A, Level 3 – Sub Director
Supervises:	Nil

Purpose of the Job:

The Capacity Injection Mechanism (CIM) is an FGS initiative to provide urgently needed skills, knowledge and expertise to recipient Ministries, Departments and Agencies (rMDA's) in the Somali Civil Service. The NCSC Recruitment Unit is looking to recruit CIM Director. This is a two year assignment located in Mogadishu.

The Human Resources Officer will be responsible for the effective and efficient implementation of tasks and activities in the selection, recruitment and placement process for CIM candidates according to NCSC CIM protocols and manuals. The HR Officer will support the HR Manager and interface with an external HR Firm to ensure the best candidates are selected for the urgent positions in key ministries and agencies.

Key Tasks/Duties:

The job holder will be responsible for:

1. Implement the NCSC merit based processes and systems for advertising, selecting and recruiting candidates for eligible positions in key ministries and agencies, including:
2. Execute recruiting plans;
 - g. Create job descriptions;
 - h. Draft and post position advertisements on websites and print media;
 - i. Review applicants to evaluate if they meet the position requirements according to CIM protocols and manuals;
 - j. Assist in the process of long and short listing of candidates.
 - k. Coordinate and observe in selection interviews;
 - l. Maintain all pertinent applicant and interview data in the Human Resources Information System (HRIS);
 - m. Performing reference and background checks for CIM recruits;
 - n. Writing and forwarding rejection letters;
 - o. Assist in preparing and sending offer packages, and
 - p. Assist in preparing and sending new employee orientation packages.
3. Assist the on-boarding and placement of appointees in ministries and agencies.
4. Provide selection panel with interview pack and conduct reference checks.
5. Assist the selection panel members in their responsibilities.
6. Provide advice and support of NCSC human resource policies and programs to participating ministries and agencies.
7. Liaise with ministries and agencies in the initial and ongoing placement of the appointee.

Qualifications and experience required:

Mandatory qualifications:

1. Bachelor qualification from a recognized university in human resource management, organizational development or public administration;
2. Minimum 2 years professional experience in the human resource and/or recruitment function and staff of an organization;
3. Fluency in Somali and English.

Preferred qualifications and/ or experience:

1. Demonstrated civil sector experience in the Somali context and a hands-on, practical approach in recruitment.

Selection Criteria:

1. Demonstrated experience in human resources recruitment and approaches and the ability to utilize a range of techniques to increase the levels of advertise responses, and service delivery in completing CIM recruitment assignments;
2. High-level interpersonal skills including verbal and written communication skills and an exceptional ability to develop and maintain results-focused stakeholder relationships;
3. Demonstrated ability to work effectively with others to build productive coalitions and contribute to sustainable outcomes, including advocacy and the capacity to negotiate effective solutions;
4. Demonstrated understanding and experience of the recruitment and selection cycle of implementation, monitoring and reporting;
5. Ability to implement and administer recruitment and selection for CIM level recruits in accord with the CIM Career Development Manual.

Applicable Skills & Experience

The job holder will be able to show evidence of aptitudes against the following key selection criteria:

1. Knowledge and experience working in HR issues including recruitment and selection performance management.
2. Proven ability to work in a complex and challenging work environment.
3. Well-developed interpersonal skills, with the ability to build effective relationships and communicate with a diverse range of internal and external stakeholders.
4. Demonstrated hands-on, practical approach.
5. Demonstrated effectiveness in the working within and implementing successful HRM programs.
6. Fluency in verbal and written Somali and English.

JOB DESCRIPTION

Job Title:	ICT and Database Manager
Directorate/Department:	National Civil Service Commission
Grade:	Stream A, Level 3 – Sub Director
Assignment Location:	NCSC, Mogadishu
Reports to:	CIM Director
Supervises:	ICT Officer

Purpose of the Job:

The Capacity Injection Modality (CIM) is a World Bank initiative to provide urgently needed skills, knowledge and expertise to Ministries, Agencies and Departments in the Somali Civil Service. The National Civil Service Commission (NCSC) is responsible for CIM Programme implementation. The NCSC requires an ICT and Database Officer to manage the NCSC database and CIM ITC. This is two year assignment located in Mogadishu.

The ICT and Database Officer will create and manage all ICT and database applications required for the management of CIM. The ICT and Database Manager role is to plan, organize, direct, control, coordinate and support the ICT strategies, plans and operations of the NCSC to ensure the ICT infrastructure and software supports the NCSC overall operations and priorities.

Key Tasks/Duties:

The job holder will be responsible for:

1. Identify the ICT needs of the NCSC and CIM in consultation with other staff, communicating with users to formulate and produce a requirements specification to create system and software solutions.
2. Develop and manage a database covering all CIM appointees and CIM activities.
3. Ensuring that CIM systems are compatible with NCSC and other civil service IT applications;
4. Meeting CIM and NCSC milestones, objectives and deliverables within agreed timeframes and budgets.
5. Create, maintain and manage technical quality assurance processes and procedures to assess efficiency, validity, value and functional performance of computer systems and environments.
6. Ensuring adherence to accredited internal and external industry quality standards and regulations.
7. Plan, organize, direct, control and coordinate the acquisition, development, maintenance and use of ICT systems for the NCSC and CIM. Tasks will include:
 - a. Analysing information needs and specifying technology to meet those needs;
 - b. Formulating and directing information and communication technology strategies, policies and plans;
 - c. Directing the selection and installation of ICT resources and the provision of user training;
 - d. Setting priorities between system developments, maintenance and operations overseeing the security of ICT systems;
 - e. Preparing purchase orders, monitoring supply sources and negotiating contracts with suppliers.
8. Provide on the job training, coaching and mentoring for CIM/NCSC staff to manage all ITC procedures.
9. Provide ITC advice and support to CIM/NCSC management.
10. Ensure optimal database and system integrity, security, backup, reliability and performance.
11. Perform the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls.
12. Implementing and administering database documentation, guidelines, policies and procedures.

13. Testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality.

Qualifications and experience required:

Mandatory qualifications

1. Bachelor degree in ITC or Computer Science from a recognized university.
2. Minimum 5 years professional experience in the ITC, computer operations and database maintenance.
3. Fluency in Somali and English.

Preferred qualifications

1. Demonstrated civil sector experience in the Somali context and a hands-on, practical approach in ITC and database maintenance.

Selection Criteria:

1. Demonstrated experience in tests, installs, implements, and support of new or existing database applications;
2. Demonstrated Develop and interpret policies, and procedures governing the planning and delivery of application software;
3. Ability to conduct analyses and recommends resolutions of issues affecting database design; providing technical guidance in testing, debugging and maintaining HRIS/Payroll programs NCSC;
4. Diagnose and resolves problems in response to customer reported database incidents;
5. Demonstrated ability to responds to customer IT help requests and resolving problems according to written procedures; maintaining IT manuals, instructions and guidelines; and installing and testing new database upgrades.

Skills, Knowledge and Abilities

1. Demonstrated ability to assist individuals or groups in the achievement of strategic ITC goals.
2. Proven ability to impart information and communicate complex technical ICT concepts, including the development of documentation at a high standard.
3. Demonstrated experience in the development and implementation of ICT technical services, delivery processes, ICT standards and methodologies to achieve high quality service outcomes.
4. Experience in the use of technology and process improvement as a vehicle for reform and as a change agent in redeveloping business practices.
5. Sound knowledge of ICT technologies and trends.
6. Fluency in verbal and written Somali and English.