



(The Government of Federal Republic of Somalia)  
Office of the Prime Minister

REQUEST FOR APPLICATIONS – SENIOR CIVIL SERVICE APPOINTMENTS

<b>Country:</b>	Somalia
<b>Department:</b>	Office of the Prime Minister
<b>Type of Appointment:</b>	Contract
<b>Duration:</b>	Two (2) Years
<b>Duty Station:</b>	Office of the Prime Minister, Mogadishu
<b>Expected Start Date:</b>	1 <sup>st</sup> July, 2015

The Office of the Prime Minister (OPM) works for the people of Somalia by supporting the Prime Minister and Cabinet to achieve the Federal Government of Somalia's vision and ensuring a whole-of-government approach to enhancing the economic, environment and social wellbeing of Somalia. The OPM drives the Government's objectives, coordinates policy and services across the whole of government and enables effective stewardship of the civil service. This is achieved through providing leadership across the civil sector. The Office of the Prime Minister invites applications from qualified candidates for the following positions:

**VACANCIES:**

**QUALIFICATIONS IN:**

**Director Policy and Delivery:**

Political Science, Public Administration, or International Affairs/ Development;

**Director Cabinet and Parliamentary Admin:**

Political Science, Public Administration, or International Affairs/ Development;

**Director media and Communications:**

Communications, Public Relations or Journalism;

**Director Central Services Department:**

Accounting, Business Finance or Business Administration.

**Director Nat. Institutional Capacity Development:**

Human Resources, Public Administration or International Affairs/ Development;

As a key member of the Office of the Prime Minister you will provide leadership and direction across all functional management areas to ensure the delivery of best practice integrated services, strategies and initiatives to achieve superior performance. 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/](http://www.mof.gov.so/mof/vacancies/), [www.radiomuqdisho.net](http://www.radiomuqdisho.net) and [www.hiiraan.com](http://www.hiiraan.com) and other Somalia based websites and at the email 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.cim03@gmail.com](mailto:somalia.ncsc.cim03@gmail.com) by 1500 hours of 27 June, 2015.

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

## OFFICE OF THE PRIME MINISTER

### JOB DESCRIPTION

<b>Job Title:</b>	Director of Policy & Delivery
<b>Directorate/Department:</b>	Office of Prime Minister
<b>Assignment Location:</b>	Mogadishu, NCSC Office.
<b>Reports to:</b>	Deputy Permanent Secretary, OPM
<b>CIM Stream, Grade, Level</b>	Stream A, Level 2 Director
<b>Supervises:</b>	Managers' of Strategic Planning, Stabilization Support, Aid Coordination and International Development & Government Performance Units, plus indirect staff.

#### **Purpose of the Job:**

The Office of the Prime Minister (OPM) works for the people of Somalia by supporting the Prime Minister and Cabinet to achieve the Federal Government of Somalia's vision and ensuring a whole-of-government approach to enhancing the economic, environment and social wellbeing of Somalia. The OPM drives the Government's objectives, coordinates policy and services across the whole of government and enables effective stewardship of the civil service. This is achieved through providing through leadership across the civil sector.

The OPM's work is based on shared values that focus on high performance and achievement, ethics and people. These values highlight what OPM stands for and influence how we work. Those values are:

- Professionalism and Excellence – We focus on outcomes, take responsibility for our work, provide consistent and accurate advice, and demonstrate drive, energy and initiative;
- Integrity – We are ethical, impartial and honest;
- Care – We support our people, recognize their value, and invest in their development. Together we are respectful, honest and enthusiastic;
- Service – We are custodians of good public governance providing responsive service to the community and government;
- Respect – We are collaborative and courteous in our dealings with internal and external colleagues and stakeholders

Working in the department will give officers a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

The main purpose of the role is to manage the development of major whole of government policy and projects across Government ensuring appropriate timeframes and milestones are met. Lead the development of innovative policy solutions for complex multi-ministry and agency service delivery challenges and intractable policy issues as part of the Government's priority policy agenda. Develop and maintain strategic relationships with key stakeholders and conducting high level negotiations to achieve OPM's objectives.

## **Key Tasks/Duties:**

Primary purpose of the role

1. Lead reforms that drive the FGS's policy agenda and support the Government in implementing its strategy on matters that are a Government priority, have a whole-of-government impact or are of national or intergovernmental significance.
2. Manage key cross-ministry or agency initiatives within policy areas in the Policy Director's area of responsibility to ensure a common understanding of strategic objectives and the outcomes to be delivered; facilitate and manage the involvement of the key stakeholders; promote collaborative approaches to development and implementation; and, meet appropriate timelines and milestones.
3. Provide high level leadership in developing and managing effective, strategic relationships with Ministers and agencies, to coordinate whole of government policy development and implementation within OPM policy areas, and ensure optimal contribution to and engagement in the Government's priority policy program.
4. Evaluate, synthesise and critically analyse highly complex and politically sensitive issues and concerns affecting the delivery of civil services to drive evidence based decision making and the proactive development of sound and well balanced public policy solutions.
5. Lead the development of proposals for the implementation of innovative service delivery models in partnership with the relevant ministries, agencies, private sector and non-government organisations to solve complex, multi-faceted issues and problems.
6. As part of the OPM senior leadership team, foster collaborative, cooperative approaches to working with other senior executives across the OPM and provide leadership and guidance of staff ensuring that the OPM has the capabilities to deliver on its responsibilities and achieve desired outcomes now and into the future.
7. Contribute to the budget and strategic and business planning processes of the OPM to ensure implications for strategic initiatives, key legislative requirements, FGS targets and performance are represented and considered.
8. The Policy Director has responsibility to the Prime Minister, through the Permanent Secretary and Deputy Permanent Secretary for policy matters relating to the OPM's portfolios. The role is expected to operate with a high level of autonomy and is fully accountable for the accuracy, validity and integrity of the content of policy advice provided and work performed:
9. The Policy Director is responsible for ensuring that the PM, DPM, Permanent Secretary and Deputy Permanent Secretary are:
  - a. Fully informed (in particular "no surprises") regarding the development and delivery of the Government's policy objectives in their area of responsibility;
  - b. Comprehensively briefed with advice which enables complex issues to be rapidly grasped and considered; and

- c. Presented with a coordinated position which has been developed between Ministers, their agencies and other sovereign governments on major policy matters.
10. Consult with the PM, DPM, Ministers, Permanent Secretary and senior executives of government agencies to progress the development and implementation of government policy, legislation, programs and institutional arrangements to facilitate the implementation of the PM's and the Government's priorities, such as Vision 2016.
11. To coordinate the preparation of the government's annual work programme and legislative programme, in collaboration with the Office of the President, and Ministries of Planning and Finance.
12. To review items submitted to Cabinet and its committees to ensure that all ministries affected have been consulted, that the policy is properly thought out, that delivery issues have been considered, and that the proposals are in line with the government's objectives.
13. To ensure the effective management of the department, including supervision and assessment of staff members and allocation of functions between them, management of budget, staffing and resources, and ensuring that all rules relating to budget and resource management are observed.

#### **Qualifications and experience required:**

##### Mandatory qualifications:

1. Bachelor qualification from a recognized university in political science, public administration, international affairs or related discipline.
2. Minimum of 5 years of professional experience in a role involving policy analysis and advice within government is essential.
3. Fluency in Somali and English (IELTS 7.5 and above)

##### Preferred qualifications and/ or experience:

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

#### **Selection Criteria:**

1. **Writing Skills:** Uses or deploys expert writing skills in a variety of settings and styles, sensitive to the context and the impact of the message (written communication).
2. **Policy Skills:** formulates and communicates public policy options and recommendations, keeps up to date with a broad range of contemporary issues, scans for links and potential implications of proposed policy options, liaises with stakeholders.
3. **Communication:** confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, uses audience feedback to refine communication and ensure communications are understood, handles difficult and sensitive communications well, prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language, edits written

communications to ensure they contain the information necessary to achieve their purpose and meet audience needs, ensures appropriate style and formats are used.

4. **Project Management:** consults, liaises with and influences key stakeholders, produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues, ensures project objectives are met.
5. **Stakeholder Management:** identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships, identifies and responds to stakeholders' underlying needs, uses understanding of the stakeholder's organizational context to ensure outcomes are achieved, finds innovative solutions to resolve stakeholder issues.

#### Personal qualities

6. **Conceptual and Analytical Ability:** deals with concepts and complexity comfortably, uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.
7. **Detail Focus:** observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities.



## OFFICE OF THE PRIME MINISTER

### JOB DESCRIPTION

<b>Job Title:</b>	Director of Cabinet and Parliamentary Directorate
<b>Directorate/Department:</b>	Office of Prime Minister
<b>Assignment Location:</b>	Mogadishu, NCSC Office.
<b>Reports to:</b>	Deputy Permanent Secretary, OPM
<b>CIM Stream, Grade, Level</b>	Stream A, Level 2 Director
<b>Supervises:</b>	Managers of Cabinet Secretariat, Inter-Ministerial Coordination Support and Legal Affairs Units, and indirect support staff.

#### Office of the Prime Minister:

The Office of the Prime Minister (OPM) works for the people of Somalia by supporting the Prime Minister and Cabinet to achieve the Federal Government of Somalia's vision and ensuring a whole-of-government approach to enhancing the economic, environment and social wellbeing of Somalia. The OPM drives the Government's objectives, coordinates policy and services across the whole of government and enables effective stewardship of the civil service. This is achieved through providing through leadership across the civil sector.

The OPM's work is based on shared values that focus on high performance and achievement, ethics and people. These values highlight what OPM stands for and influence how we work. Those values are:

- Professionalism and Excellence – We focus on outcomes, take responsibility for our work, provide consistent and accurate advice, and demonstrate drive, energy and initiative;
- Integrity – We are ethical, impartial and honest;
- Care – We support our people, recognise their value, and invest in their development. Together we are respectful, honest and enthusiastic;
- Service – We are custodians of good public governance providing responsive service to the community and government;
- Respect – We are collaborative and courteous in our dealings with internal and external colleagues and stakeholders

#### Role Purpose:

Working in the OPM will give officers a broad overview in areas such as cabinet business and administration, state administrative matters and an opportunity to be involved in a range of state-wide issues and projects. Manage the Cabinet process and agenda in relation to all matters within the OPM's portfolios. To lead the OPM in supporting the Cabinet and its committees, in particular supervises all Cabinet-related activities including cabinet finance, banking and insurance-related issues. Secretariat matters such the management of Cabinet resolutions, scheduling, and agency meeting and agenda organization.

#### Key Tasks/Duties:

Primary purpose of the role:

1. To provide the Prime Minister and chairmen of Cabinet committees with secretarial, logistical support and analytical support for Cabinet and committee meetings, (including written and oral advice and briefing for meetings) for:

- a. Manage the organization and coordination of Cabinet business;
  - b. Provide administrative and secretarial support to the Cabinet and its sub-committees;
  - c. Undertake executive activities to support the Cabinet to fulfil its constitutional duties;
  - d. Follow up the executions of the resolutions and directives of the Cabinet;
  - e. Undertake documentation and communication of resolutions of the Cabinet to relevant bodies and individuals;
  - f. Compilation of data and reports from FGS ministries for presentation to the Cabinet;
  - g. Prepare draft agendas for the Cabinet meetings;
  - h. Collect, review and distribute materials for the Cabinet meetings;
  - i. Record the deliberations of Cabinet meetings;
  - j. Coordinate the follow-up of Cabinet meetings decisions;
  - k. Maintain the archives of the Cabinet meetings;
  - l. Administer the emoluments of the PM, DPM, State Ministers, Constitutional Post-Holders, Chair-Persons of Commissions and Prime Ministerial Advisors;
  - m. Arrange payments of emoluments and privileges of the PM, DPM, State Ministers, Constitutional Post-Holders, Chair-Persons of Commissions and Prime Ministerial Advisors during and after their relief from office.
2. To advise the PM and DPM on the creation and membership of Cabinet committees.
  3. To review all papers submitted by Ministries to Cabinet and committees to ensure that they have been prepared in accordance with standard procedures.
  4. To ensure the effective management of the department, including supervision and assessment of staff members and allocation of functions between them, management of budget, staffing and resources, and ensuring that all rules relating to budget and resource management are observed.
  5. The Director Cabinet and Parliamentary Directorate is responsible for ensuring that the PM, DPM, Permanent Secretary and Deputy Permanent Secretary are:
    - a. Fully informed (in particular "no surprises") regarding the development and delivery of the ministerial cabinet submissions in their area of responsibility;
    - b. Comprehensively briefed with advice which enables complex submissions to be rapidly grasped and considered; and
    - c. Presented with a coordinated position which has been developed between Ministers, their agencies and other sovereign governments on major cabinet submission matters.
  6. To coordinate the preparation of the government's annual work programme and legislative programme, in collaboration with the Office of the President, and Ministries of Planning and Finance.
  7. To review items submitted to Cabinet and its committees to ensure that all ministries affected have been consulted, that the policy is properly thought out, that delivery issues have been considered, and that the proposals are in line with the government's objectives.

## **Qualifications and experience required:**

### Mandatory qualifications:

1. Bachelor qualification from a recognized university in political science, public administration, international affairs/ development or related discipline.
2. Minimum of 5 years of professional experience in a role involving secretariat, planning and administrative management and advice within government is essential.
3. Fluency in Somali and English (IELTS 7.5 and above)

### Preferred qualifications and/ or experience:

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

## **Selection Criteria:**

1. **Planning & Organizational:** Uses and deploys expert planning and organizational a the executive level;
2. **Writing Skills:** Uses or deploys expert writing skills in a variety of settings and styles, sensitive to the context and the impact of the message (written communication).
3. **Policy Skills:** formulates and communicates public policy options and recommendations, keeps up to date with a broad range of contemporary issues, scans for links and potential implications of proposed policy options, liaises with stakeholders.
4. **Communication:** confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, uses audience feedback to refine communication and ensure communications are understood, handles difficult and sensitive communications well, prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language, edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs, ensures appropriate style and formats are used.
5. **Project Management:** consults, liaises with and influences key stakeholders, produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues, ensures project objectives are met.
6. **Stakeholder Management:** identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships, identifies and responds to stakeholders' underlying needs, uses understanding of the stakeholder's organizational context to ensure outcomes are achieved, finds innovative solutions to resolve stakeholder issues.

### Personal qualities

1. **Conceptual and Analytical Ability:** deals with concepts and complexity comfortably, uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.



2. **Detail Focus:** observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities.



## OFFICE OF THE PRIME MINISTER

### JOB DESCRIPTION

<b>Job Title:</b>	Director Media and Communications
<b>Directorate/Department:</b>	Office of Prime Minister
<b>Assignment Location:</b>	Mogadishu, NCSC Office.
<b>Reports to:</b>	Deputy Permanent Secretary, OPM
<b>CIM Stream, Grade, Level</b>	Stream A, Level 2 Director
<b>Supervises:</b>	Managers Media Planning and Coordination, Web Master & Administration and Publication Centre.

#### **Purpose of the Job:**

The Office of the Prime Minister (OPM) works for the people of Somalia by supporting the Prime Minister and Cabinet to achieve the Federal Government of Somalia's vision and ensuring a whole-of-government approach to enhancing the economic, environment and social wellbeing of Somalia. The OPM drives the Government's objectives, coordinates policy and services across the whole of government and enables effective stewardship of the civil service. This is achieved through providing through leadership across the civil sector. OPM provides a broad range of services to the Cabinet, State Minister's, agencies and the community. As the lead agency in Somali's civil sector we work closely with all other agencies to drive the government's key strategies and plans from conception through to implementation.

The OPM's work is based on shared values that focus on high performance and achievement, ethics and people. These values highlight what OPM stands for and influence how we work. Those values are:

- Professionalism and Excellence – We focus on outcomes, take responsibility for our work, provide consistent and accurate advice, and demonstrate drive, energy and initiative;
- Integrity – We are ethical, impartial and honest;
- Care – We support our people, recognize their value, and invest in their development. Together we are respectful, honest and enthusiastic;
- Service – We are custodians of good public governance providing responsive service to the community and government;
- Respect – We are collaborative and courteous in our dealings with internal and external colleagues and stakeholders

Parliamentary communications provides whole of government leadership in marketing and communications, including the monitoring of advertising expenditure and marketing campaigns. It is also responsible for facilitating high-quality engagement with specific sectors and the community at large. Develops and maintains strategic relationships with key stakeholders and conducting high level negotiations to achieve OPM's objectives.

#### **Key Tasks/Duties:**

Primary purpose of the role

1. Develop and manage communication strategies and plans to promote policy, program and service delivery initiatives within the OPM's portfolio.

2. Provide strategic advice to internal clients regarding effective management of communication issues and opportunities
3. Lead stakeholder engagement through the management of key relationships to ensure effective two way communication and profiling of the OPM;
4. Drive and deliver a best practice approach to internal and external communications to support information sharing, community understanding and reputation across the sector;
5. Develop and publish targeted information about the FS and OPM's policies, programs and services; and legislation.
6. Provide a highly effective externally facing media service and press release services;
7. Utilise comprehensive market research data, to shape communication, marketing and advertising campaigns to advance the vision and goals of the FGS, Prime Minister and OPM;
8. Ensure excellent leverage from protocol opportunities in support of international engagement and strategic collaborations;
9. Oversee the delivery of high quality events that celebrate and enhance the reputation of the OPM;
10. Deliver an industry sponsorship program that provides return for investment and demonstrates strategic merit for the OPM.
11. As part of the OPM senior leadership team, foster collaborative, cooperative approaches to working with other senior executives across the OPM and provide leadership and guidance of staff ensuring that the OPM has the capabilities to deliver on its responsibilities and achieve desired outcomes now and into the future.
12. Contribute to the budget and strategic and business planning processes of the OPM to ensure implications for strategic initiatives, key legislative requirements, FGS targets and performance are represented and considered.
13. The Parliamentary Communications Director is responsible for ensuring that the PM, DPM, Permanent Secretary and Deputy Permanent Secretary are:
  - a. Fully informed (in particular "no surprises") regarding the development and delivery of the Government's communication and public relations objectives in their area of responsibility;
  - b. Comprehensively briefed with advice which enables complex issues to be rapidly grasped and considered; and
  - c. Presented with a coordinated position which has been developed between Ministers, their agencies and other sovereign governments on major public relations and communication matters.
14. Consult with the PM, DPM, Ministers, Permanent Secretary and senior executives of government agencies to progress the development and implementation of government public

relations campaigns to facilitate the implementation of the PM's and the Government's priorities, such as Vision 2016.

15. To ensure the effective management of the department, including supervision and assessment of staff members and allocation of functions between them, management of budget, staffing and resources, and ensuring that all rules relating to budget and resource management are observed.

### **Qualifications and experience required:**

#### Mandatory qualifications:

1. Bachelor qualification from a recognized university in communication, public relations or journalism.
2. Minimum of 5 years of professional experience in a role involving outreach, communications or public relations and advice within government is essential.
3. Fluency in Somali and English (IELTS 7.5 and above)

#### Preferred qualifications and/ or experience:

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

### **Selection Criteria:**

1. **Writing Skills:** Uses or deploys expert writing skills in a variety of settings and styles, sensitive to the context and the impact of the message (written communication).
2. **Public Relations Skills:** formulates and communicates public relations options and recommendations, keeps up to date with a broad range of contemporary issues, scans for links and potential implications of proposed public relations, outreach options, liaises with stakeholders.
3. **Supports strategic direction** - You understand the strategic objectives of the organization and the operating environment and develop strategies and work plans accordingly. You gather and investigate information from diverse sources, explore new ideas and find out about best practice approaches. You undertake objective analysis, identify problems and work to resolve them.
4. **Achieves results** - You make the best use of team and individual capabilities and negotiate responsibilities to achieve work outcomes. You establish clear plans and timeframes for project implementation, responding in a positive and flexible manner to change and uncertainty. You maintain a focus on quality to achieve outcomes.
5. **Supports productive working relationships** - You build and sustain positive relationships with team members, stakeholders and clients. You actively listen, and anticipate and are responsive to client and stakeholder needs and expectations. You work collaboratively and ensure others are well-informed of issues.
6. **Displays personal drive and integrity** - You take personal responsibility for meeting objectives and progressing work, and show initiative and commit energy and drive to see that goals are achieved.

7. **Communicates with influence** - You communicate in a clear, concise and articulate manner by focusing on key points. You structure written and oral communication clearly and succinctly. You seek to understand your audience and select the most appropriate medium for conveying information. You approach negotiations with a clear understanding of the issues and desired outcomes.

Personal qualities

1. **Conceptual and Analytical Ability:** deals with concepts and complexity comfortably, uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.
2. **Detail Focus:** observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities.



## OFFICE OF THE PRIME MINISTER

### JOB DESCRIPTION

<b>Job Title:</b>	Director of Central Services Department
<b>Directorate/Department:</b>	Office of Prime Minister
<b>Assignment Location:</b>	Mogadishu, NCSC Office.
<b>Reports to:</b>	Deputy Permanent Secretary, OPM
<b>CIM Stream, Grade, Level</b>	Stream A, Level 2 Director
<b>Supervises:</b>	Managers of Logistics and Procurement, Human Resources & Administration, Finance and Accounting and Training and Capacity Building Unit, and indirect support staff.

#### **Purpose of the Job:**

The Office of the Prime Minister (OPM) works for the people of Somalia by supporting the Prime Minister and Cabinet to achieve the Federal Government of Somalia's vision and ensuring a whole-of-government approach to enhancing the economic, environment and social wellbeing of Somalia. The OPM drives the Government's objectives, coordinates policy and services across the whole of government and enables effective stewardship of the civil service. This is achieved through providing through leadership across the civil sector. OPM provides a broad range of services to the Cabinet, State Minister's, agencies and the community. As the lead agency in Somali's civil sector we work closely with all other agencies to drive the government's key strategies and plans from conception through to implementation.

The OPM's work is based on shared values that focus on high performance and achievement, ethics and people. These values highlight what OPM stands for and influence how we work. Those values are:

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- Integrity – We are ethical, impartial and honest;
- Care – We support our people, recognize their value, and invest in their development. Together we are respectful, honest and enthusiastic;
- Service – We are custodians of good public governance providing responsive service to the community and government;
- Respect – We are collaborative and courteous in our dealings with internal and external colleagues and stakeholders

The Central Services Department provides whole of government leadership in h provision of support services. H role has overall responsibility for all OPM's corporate services including all aspects of the finance function; the human resource, management; the management information and IT systems; and the facilities management. The role ensures that all these services are offered to the highest standard and that the OPM runs smoothly, efficiently and economically.

The role is in support and be accountable to the Permanent Secretary, and will actively support, develop and implement OPM's strategic plans in accordance with the mission and vision statement within its overall ethos of professional service which encourages independence and inclusion. The role will manage and build a staff team within Corporate Services to ensure the delivery of high quality services which fully support all of OPM's operational activities.

## **Key Tasks/Duties:**

Primary purpose of the role

### **1. Financial Function**

- a. In liaison with the Permanent Secretary, to determine the short, medium and long term strategy for financial management of the OPM along with the overall management and financial reporting procedures;
- b. Manage the financial accounting and reporting systems, taking into account the changing accounting and reporting needs of OPM and allied stakeholders, such as the Ministry of Finance;
- c. Prepare and maintain yearly budgets and forecasts. To ensure that fellow and directors, managers have appropriate training to prepare budgets for their area of specific budget responsibility, and accept accountability for their maintenance;
- d. Prepare detailed monthly management accounts across all Directorates of the OPM;
- e. Monitor actual performance against budget on a monthly basis and report on variances;
- f. Produce statutory accounts and any other reports required by the Ministry of Finance, in close cooperation with Auditor and Accountant General's;
- g. To ensure that OPM's accounts and accounting systems are maintained in accordance with Somali accounting standards and compliant to the requirements of the Ministry of Finance;
- h. To maintain schedules and records on all / any hire purchase agreements; records on all financial agreements; records on all loans and to assume responsibility for all insurances and public and liabilities insurances including the preparation of a risks register and produce a report on same each year before renewal.

### **2. Human Resource Function:**

- a. To generally manage the HR function and ensure OPM's HR systems and practices are compliant with Somali statutory and legislative requirements and NCSC standards and policies;
- b. To ensure all OPM managers are trained in OPM accepted HR practices;
- c. To ensure the salary and benefits systems operate effectively and in compliance with NCSC policies. To benchmark the Somali civil sector and make recommendations to the Permanent Secretary and the DPM;
- d. Responsible for revising and updating employment contracts together with the Permanent Secretary;
- e. Overall responsibility for training and professional development throughout the OPM in consultation with the Permanent Secretary, Director's and the DPM;
- f. To develop a staff appraisal system and audit in consultation with the Permanent Secretary, Director's and the DPM;
- g. To be broadly conversant with current employment legislation.

### **3. Information Systems**

- a. Responsible for the overall functioning and effective management of the OPM IT systems and related technology;
- b. Responsibility for OPM Security system, data security, back up and support systems across OPM and associated Directorates and interests;
- c. Develop an IT strategy for the whole of OPM and from this develop a road map based on installing and updating changes as may be required along with supporting budget; this to be carried out in conjunction with the OPM IT Support;
- d. Develop an IT risks analysis and present to DPM and Permanent Secretary;

- e. Responsibility for the efficient running of the OPM internet, network and data storage system.
4. Facilities Management
- a. To monitor all OPM's facilities and ensure they are upheld to good standard and comply fully with all statutory regulations;
  - b. To manage necessary maintenance, including repairs or modifications that are required for OPM's premises;
  - c. To be responsible for compliance on Health and Safety requirements including all equipment testing and system monitoring;
  - d. Responsible for the security of each of facilities and to liaise with National Security Adviser as appropriate.
  - e. To be responsible for OPM's fleet of vehicles, including registrations, road Tax, and MOT of all vehicles and ensure all vehicles are upheld to a good standard, including monitoring vehicle usage to ensure effective and cost efficient use of the vehicles for the benefit of the individuals supported by OPM and ensure procedures for vehicle usage are in place at each site.
5. As part of the OPM senior leadership team, foster collaborative, cooperative approaches to working with other senior executives across the OPM and provide leadership and guidance of staff ensuring that the OPM has the capabilities to deliver on its responsibilities and achieve desired outcomes now and into the future.
6. Contribute to the budget and strategic and business planning processes of the OPM to ensure implications for strategic initiatives, key legislative requirements, FGS targets and performance are represented and considered.
7. Consult with the PM, DPM, Ministers, Permanent Secretary and senior executives of government agencies to progress the development and implementation of government public relations campaigns to facilitate the implementation of the PM's and the Government's priorities, such as Vision 2016.
8. To ensure the effective management of the department, including supervision and assessment of staff members and allocation of functions between them, management of budget, staffing and resources, and ensuring that all rules relating to budget and resource management are observed.

**Qualifications and experience required:**

Mandatory qualifications:

1. Bachelor qualification from a recognized university in accounting, business finance or business administration.
2. Minimum of 5 years of professional experience in a role in managing government finance, involving advice within government is essential.
3. Fluency in Somali and English (IELTS 7.5 and above)

Preferred qualifications and/ or experience:

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

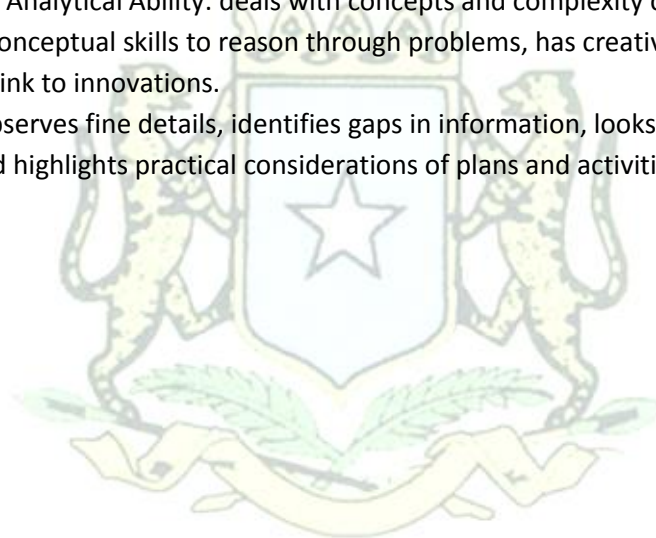


**Selection Criteria:**

1. Sound understanding and successful track record of achievement in managing government finance, budgeting and planning, HR management, IT management and Facilities management;
2. Experience at a senior level leading professional and managerial groups and experience in managing staff teams;
3. Facilities management experience and project management experience;
4. Knowledge and skills and good track record of the implementation of tight financial controls;
5. Understanding of the strategic objectives of the organization and the operating environment and develop strategies and work plans accordingly. You gather and investigate information from diverse sources, explore new ideas and find out about best practice approaches. You undertake objective analysis, identify problems and work to resolve them.
6. Ability to make the best use of team and individual capabilities and negotiate responsibilities to achieve work outcomes. You establish clear plans and timeframes for project implementation, responding in a positive and flexible manner to change and uncertainty. You maintain a focus on quality to achieve outcomes.

**Personal qualities**

1. Conceptual and Analytical Ability: deals with concepts and complexity comfortably, uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.
2. Detail Focus: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities.



## OFFICE OF THE PRIME MINISTER

### JOB DESCRIPTION

<b>Job Title:</b>	Director of National Institutional Capacity Development Department
<b>Directorate/Department:</b>	Office of Prime Minister
<b>Assignment Location:</b>	Mogadishu, NCSC Office.
<b>Reports to:</b>	Deputy Permanent Secretary, OPM
<b>CIM Stream, Grade, Level</b>	Stream A, Level 2 Director
<b>Supervises:</b>	Managers Capacity Building, CIM Program Coordinator and Training Manuals, plus support staff.

#### **Purpose of the Job:**

The Office of the Prime Minister (OPM) works for the people of Somalia by supporting the Prime Minister and Cabinet to achieve the Federal Government of Somalia's vision and ensuring a whole-of-government approach to enhancing the economic, environment and social wellbeing of Somalia. The OPM drives the Government's objectives, coordinates policy and services across the whole of government and enables effective stewardship of the civil service. This is achieved through providing through leadership across the civil sector.

The OPM's work is based on shared values that focus on high performance and achievement, ethics and people. These values highlight what OPM stands for and influence how we work. Those values are:

- Professionalism and Excellence – We focus on outcomes, take responsibility for our work, provide consistent and accurate advice, and demonstrate drive, energy and initiative;
- Integrity – We are ethical, impartial and honest;
- Care – We support our people, recognize their value, and invest in their development. Together we are respectful, honest and enthusiastic;
- Service – We are custodians of good public governance providing responsive service to the community and government;
- Respect – We are collaborative and courteous in our dealings with internal and external colleagues and stakeholders

To manage the implementation of the government's capacity development program and associated donor support.

#### **Key Tasks/Duties:**

Primary purpose of the role

1. Regulate and oversee the implementation of the "flagship" programme and any associated capacity development programmes;
2. Manage the staff and work of the department and ensure close coordination between the work of the National Institutional Capacity Development Unit and the Project Implementation Unit;
3. To encourage and ensure the preparation of: an assessment of the capacities of public sector institutions (initially focusing on priority institutions); preparation of capacity development

plans (or sections on capacity development in ministries' strategic plans) for individual government institutions; and development of guidance for ministries on the format and content of those plans.

4. To ensure that codes of conduct are developed and approved as envisaged under the Somali Compact (on capacity development, salaries, and programme implementation units)
5. To ensure that the Department supports government institutions in devising solutions and initiatives to address capacity needs and in driving forward initiatives to address those needs
6. To ensure that the Department, working closely with the Ministry of Planning and International Cooperation, ensures that systems are created for the monitoring and evaluation of all capacity development initiatives, notably the flagship programme, including compliance with the codes of conduct and other agreed benchmarks or indicators under the Somali Compact partnership principles
7. To ensure that all necessary reporting mechanisms on capacity development activities are established and operate in a way that meets the needs of other organizations and donors, liaising as necessary with the Ministry of Planning and International Cooperation
8. To ensure that the Department works closely with the Capacity Injection Staff in the National Civil Service Commission
9. To ensure coordination and consistency of approach to institutional capacity development (a) between public sector institutions, (b) between the government and development partners, and (c) and at all levels of the Flagship Programme mechanisms.
10. To keep the Prime Minister, the Council of Ministers and its relevant subcommittee, individual Ministers and senior officials advised on progress and to make recommendations on measures to be taken;
11. To ensure the effective operation of mechanisms to supervise and coordinate capacity development activities , including the Flagship Programme Steering Committee and the Capacity Development Working Group, and to ensure that regular comprehensive reports are submitted to them
12. To ensure the effective management of the Capacity Development Department, including supervision and assessment of staff members and allocation of functions
13. To undertake regular performance assessments of senior CDD staff and ensure that the same arrangements apply to junior staff
14. To sustain the effectiveness and reputation of the CDD
15. Contribute to the budget and strategic and business planning processes of the OPM to ensure implications for strategic initiatives, key legislative requirements, FGS targets and performance are represented and considered.

16. To ensure the effective management of the department, including supervision and assessment of staff members and allocation of functions between them, management of budget, staffing and resources, and ensuring that all rules relating to budget and resource management are observed.

### **Qualifications and experience required:**

#### Mandatory qualifications:

1. Bachelor qualification from a recognized university in human resources, public administration, international affairs or related discipline.
2. Minimum of 5 years of professional experience in a role involving human resources, career development or capacity development advice within government is essential.
3. Fluency in Somali and English (IELTS 7.5 and above)

#### Preferred qualifications and/ or experience:

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

### **Selection Criteria:**

1. **Writing Skills:** Uses or deploys expert writing skills in a variety of settings and styles, sensitive to the context and the impact of the message (written communication).
2. **Capacity Development Skills:** formulates and communicates capacity development policy options and recommendations, keeps up to date with a broad range of contemporary career issues, scans for links and potential implications of proposed policy options, liaises with stakeholders.
3. **Communication:** confidently conveys ideas and information in a clear and interesting way, clearly understands the target audience and the objectives of the communication, uses audience feedback to refine communication and ensure communications are understood, handles difficult and sensitive communications well, prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language, edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs, ensures appropriate style and formats are used.
4. **Project Management:** consults, liaises with and influences key stakeholders, produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified, monitors performance against objectives and manages project risks and issues, ensures project objectives are met.
5. **Stakeholder Management:** identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships, identifies and responds to stakeholders' underlying needs, uses understanding of the stakeholder's organizational context to ensure outcomes are achieved, finds innovative solutions to resolve stakeholder issues.

#### Personal qualities

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