

Jamhuuriyada Federalka Soomaal
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جمهورية الصومال الفيدرالية
حكومة إقليم هير شبييلي
مكتب الرئيس

Dowlad Goboleedka Hirshabeelle
e Xafiiska Madaxweynaha

Federal Republic of Somalia
Hirshabelle State
Office of the President

Job Advertisement

Outreach Assistant

General Information

Title:	Outreach Assistant
Duration of the assignment:	6 months (Renewable subject to performance & funding)
Job Category:	Assistant Location: Jowhar, Hirshabelle State of Somalia
Duty Station:	Jowhar – Hirshabelle
Primary Reporting Line:	Office of the president - Hirshabelle State Presidency Chief of Staff
Secondary Reporting Line:	REEFS Project Team, UNDP, Somalia
Date of Issue:	22 May 2019
Closing Date:	31 May 2019

OVERVIEW OF THE POSITION

In 2012, after a long and troubled transition, a new political dispensation was found in Somalia, with the adoption of the Provisional Constitution, the selection of a new parliament, the election of president and formation of a new government. The challenges faced by the Federal and State Governments are enormous. The challenges can be summarized as follows:

- The long civil war and looting have destroyed physical infrastructure, equipment and the institutional memory of most government agencies and ministries.
- There is a lack of clarity on the mandate and functions across Federal and State Government institutions and between the federal and subnational levels of government.
- Core work-processes in government have suffered in quality and consistency, and service delivery is in many areas virtually absent.

- Staff capacity is low across the whole spectrum of government institutions with limited mechanisms to identify and redress these capacity gaps.

KEY JOB FUNCTIONS

Program Support Ensuring that the Community Liaison Team is properly supported by assisting in coordinating and documenting community sessions and developing Agency target group handbooks, presentations, promotional materials including internal/external communications, videos, brochures, newsletters and website and social media updates for approval. Also, primarily responsible for assisting, developing, planning and supporting community outreach functions of the Agency in developing sustainable community capacity and partnerships. • Developing a work plan that identifies the goals and activities required for the duration of the contract. • Developing and/or maintain a filing system and maintain work files that are up to date, accurate and concise. • Providing research and support activities in the development and execution of outreach strategies and activities to support the objectives of the Agency Communications Strategy. • Provide administrative support in preparation for community engagement activities including logistics planning and coordination. • Assists in preparation of activity summary reporting and evaluations including meeting agendas and minutes in support of planning functions. • Ensure confidentiality and safekeeping of all Agency, and First Nation documents and records. • Participating and working as a team member by presenting information and recommendations in an objective and articulate manner during meetings when working with staff. • Participate willingly and constructively in the supervision and evaluation process. • Preparing and submitting required administrative documentation including purchase orders, regular travel and time sheets). • Ensuring administrative reporting functions are executed in a timely fashion finance/administrative department as (where) required.

Interagency Participation

Community Outreach Assistant Job Description Nogdawindamin Family and Community Services Page 2 To actively participate in internal, external, local, regional or committees/groups in support of coordinating programs and services to the First Nations. • Communicating all matters of importance to appropriate members of Nogdawindamin Family and Community Services in an accurate and timely fashion; • Active listening; • Effectively representing Nogdawindamin Family and Community Services in various communities; • Being a positive ambassador for Nogdawindamin Family and Community Services; • Communicating in a professional manner. • Actively participate on the Community Liaison Team, Training, Staff meetings and other internal committees/groups in support of community programs and services • Collaborate with internal and external agencies to monitor and assist in the development of community programs and services; • Support the Prevention Services Coordinator in maintaining liaison with First Nation communities to assist with the administrative responsibilities as directed to ensure Agency readiness of resource service/documents; • Participate in internal or external committees as required or requested; • Liaise and work effectively with the communities served;

Administration

Ensures the team has administrative support before, during and after community liaison meetings. She/he will also assist in developing communications, presentations and promotional materials and strategies that adhere to all Agency policies, procedures and relevant practices. • Coordinate the logistics of community liaison meetings such as meeting space, refreshments, and advertisement and information technology requirements. • Document and record community sessions. • Assist in the development and production of

promotional materials including target group handbooks, publicity brochures, banners, handouts, direct mail leaflets, videos, news articles, media ads, photographs, information kits, annual reports and events. • Assist in the development and organization of workshops, information booths, meetings, ceremonies and other events for publicity and information purposes. • Assist with the creation, editing, and coordination of the publishing of the Agency's newsletters and formal publications. • Ensure that all materials are developed and distributed according to an appropriate timeline; • Ensure confidentiality and safe keeping of all Agency documents and records; • Develop and maintain work files that are accurate, up-to-date and concise; • Work in compliance with the Occupational Health and Safety Act and any other legislation; • Prepare and submit monthly reports, attendance records and travel expense claims as required;

• Follow the Agency's Human Resource, Finance and other Policies and Procedures in the performance of duties.

Other Duties

- Assist with the development and submissions of proposals as required;
- Other duties as required and assigned.

QUALIFICATIONS

Community Outreach Assistant Job Description Nogdawindamin Family and Community Services Page 3
Minimum Education ♣ Post-Secondary Diploma in Office or Business Administration
Minimum Experience ♣ Two (2) years' experience in coordination of workshops, information sessions and round tables and /or similar community liaison activities. ♣ One (1) year direct service experience with children and families experience coordinating and/or managing social programs and services; ♣ Experience working with Aboriginal people, organizations and communities ♣ Training and experience in child welfare would an asset.

Knowledge Requirements:

• Knowledge of Nogdawindamin programs and services • Knowledge and understanding of Aboriginal culture and traditions • Knowledge of local First Nations social programs and services • Knowledge of Child Welfare issues, concerns and practices • Knowledge of Public Relations, Communications or Marketing an asset.

Special Skills & Abilities:

• Excellent computer skills with MS Office software • Excellent interpersonal skills • Excellent oral and written communication skills • Excellent customer service skills • Excellent organizational skills • Excellent time management skills • Excellent problem solving skills • Ability to coordinate logistics for community sessions and manage multiple priorities • Ability to develop comprehensive reports, communication tools and promotional documents • Ability to work independently and within a team environment • Ability to take initiative, meet deadlines and work flexible hours • Ability to adapt to and manage change

How to apply:

To apply for this position, please submit the following relevant documents:

- a. CV along with application letter and a copy of passport size photograph;
- b. Verified Copies of academic Certificates or transcripts;
- c. In your application letter, please indicate if you have expertise or experience related to the tasks above, as well as if you are available for three (6) Months assignments.
- d. Please send your CV, with an application letter and copy of your passport to **chiefstaff@hirshabelle.gov.so**