

**MINISTRY OF DEFENCE**

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| **TERMS OF REFERENCE** |
| **Post title** | **MoD [Audit] Advisor**  |
| **Contract** | **Individual Contract** |
| **Organization unit** | **MoD**  |
| **Name of Supervisor** | **Director General MoD** |
| **Duration**  | **3 months- Renewable** |
| **Location** | **Somalia, Mogadishu**  |
| **I. Organizational Context/Background** |
| The Somalia Federal Government Ministry of Defence (MoD) is responsible for the effective, efficient and transparent management of the defence sector. The MoD provides executive direction and exercises civilian oversight over the armed forces, and military’s missions, composition, budget and procurement policies; guarantees that the rule of law is respected throughout the armed forces ranks with the assistance of institutions such as military ombudspersons or inspectors general; develops and implements defence budget; initiates draft legislation on any matters under its jurisdiction; and develops and implements defence strategies and policies on matters related to military planning management and financial control, disarmament, demobilization and reintegration, veterans and orphans affairs, border protection, anti-piracy; mission, organization, personnel, operations and financing of the military, peace missions on national territory, and participation of Somali forces in peace-keeping missions. The MoD also has an important say in international and regional treaties and arrangements falling within the area of its jurisdiction; on arms procurement and trade and weapons and ammunitions management; and military conscription and procurement, as well as oversees resources required by the Somali National Armed Forces (SNAF) and the wider defence sector in order to guarantee the peace, sovereignty, and national security of the Federal Republic of Somalia. To this end, the MoD has embarked on an institutional development and capacity programme to enable the fulfilment of its mandate, which includes the recruitment of advisors within the different departments. The Ministry's primary policy framework reference is the 2012 Provisional Constitution, National Security Architecture (NSArch) from which it draws its mission mandate, including its active and substantial lead and participation in the various Strands of the "Comprehensive Approach to Security" (CAS). Much of the MoD’s work in 2019 is guided by the FGS Security & Justice Road Map, and its membership of the National Security Council, and the Cabinet Security & Justice Sub-Committee. |
| **II. Job description**  |
| The MoD [Audit] Advisor is a senior position within the MoD. He/she will be primarily responsible for ensuring adherence to and implementation of the MoD policy matters and requirements contained in the FGS Security & Justice Road Map. He /she should not be involved with SNA operational matters.He/she is expected to represent the MoD, the Minister and the FGS in the discharge of his/her duties in accordance with relevant FGS strategies, policies, procedures and legislation.A summary of duties and responsibilities are: * Support the MoD with the drafting of an Annual Report, timed to support the finalisation of the accounts and the Governance Statement, summarising its conclusions from the work it has done during the year.
* Advise the MoD on the integrity and reliability of the risk and assurance frameworks, and matters raised by assurance providers, including the Office of the Auditor General, and the Federal Parliament, ensuring the MoD compliance with relevant legislation, and quality of provision of information to the Federal Parliament and the Office of the Auditor General.
* Support the MoD with the development of accounting policies, the accounts and its annual report, including the process for the review of the accounts prior to submission for audit, compliance with anti-fraud policies, whistle-blowing processes and arrangements for special investigations.
* Develop MoD assurance reports that cover the extent to which they are complying with the relevant rules on integrity of financial processes and compliance with legislation and information security, including cyber-information and the protection of defence sites and assets.
* Check the population of assets for which the SNAF is accountable.
* Verify documentation is retained to support the receipt and “ownership” of new assets added to the SNAF property book.
* Identify and test a sample of physical assets to ensure they are appropriately recorded in the books.
* Identify and test a sample of assets in the property book to verify they exist and are supported with a contract or receiving report that demonstrates rights to the asset.
* Verify documentation is retained to support the sale, issuance, or disposal of assets removed from the property book.
* Check the amount of funds the SNAF and its use (e.g., contract acquisition, supply orders, civilian labour) in each lifecycle status in each business process, as well the list of the transactions supporting each category, and identify and test the ability to produce documents supporting the lifecycle classification.
* Identify and test the procedures designed to ensure transactions are reported in the right classification.
* Support the MoD procurement and commercial policies and corporate communications requirements.
* Work closely with other departments within the MoD fostering good working relationships and coordination of MoD outputs.
* Provide advice when requested to key MoD coordination meetings.
* Contribute to the MoD reporting in accordance with MoD administrative procedures.
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| **III. Key Deliverables** |
| * A functioning MoD Audit Office in the MoD in accordance with MoD administration procedures.
* Reports on strategic risks as defined by the MoD.
* Quarter and annual reports.
* The draft annual accounts.
* Integrity of Financial Processes.
* Monthly Activities Report. A report on activities undertaken for the month in the execution of duties and responsibilities, and reporting progress against deliverables.
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| **IV. Reporting** |
| The MoD Audit Advisor reports to the Director General of the MoD. |
| **V. Recruitment Qualifications and Competencies** |
| **Education**: Bachelor’s Degree or equivalent in Finance, Economics, Law, Political Sciences, International Relations, Security/Strategic Studies. Master’s a degree is an advantage.**Experience**: * At least five years at a senior level in the security sector strategy, policy, planning, operations and management is preferable.
* An understanding of international engagements in Somalia.
* Experience in leading auditing processes (seminars, working groups, etc.)
* A full understanding of Somali culture and political complexities, including Somalia’s Federalism model.
* A good knowledge and understanding of how donor support working environment and the reporting requirements.
* Previous experience of working in Somalia would be an asset.

**Core Competencies:*** Conscientious and self-motivated with an ability to work as a team member and on own initiative.
* Ability to work as part of a multidisciplinary team.
* Demonstrating/safeguarding ethics and integrity.
* Self-development, initiative-taking.
* Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management.
* IT competencies in Word, Excel, Power Point, and internet.
* Fluent in written and spoken Somali and English.
* No criminal record.
* No evidence of any criminal of terrorist associations.

**Language requirements:*** Fluent in written and spoken Somali and English
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