

**MINISTRY OF DEFENCE**

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| **TERMS OF REFERENCE** |
| **Post title** | **Human Resources Officer** |
| **Contract** | **Individual Contract** |
| **Organization unit** | **MoD, HR Section**  |
| **Name of Supervisor** | **Director of Human resource Department** |
| **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 Human Resources Officer has experience and good knowledge of human resources management and personnel matters, including human resources policies, planning and staffing needs, contracting of staff and developing human resources policies. Importantly, the Human Resources Officer must hold great “people-person” skills and professional attitude, be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team. The Human Resources Officer will carry out the following tasks:* Develop and review HR policies
* Plan short and long term manpower requirements for the Ministry, vacant positions and staffing needs
* Creating and upgrading the job descriptions
* Contracting of staff
* Employees basic data and contracts
* HRM: Administration and keeping of HR files (holidays, vacancies, sick leave, other absence, dismissals, pensioning, rewards, disciplinary actions etc)
* Taking and keeping attendance records on daily bases
* Preparation and control of Payroll of the Ministry’s staff
* Determination and computation of salaries and bonuses; information of financial section
* Ensure health and safety of staff and security of facilities
* Explaining responsibilities for new employees
* Giving suggestions on how to motivate employees
* HRD (Trainings): Training Plan, Design/manuals, M&E of training, training certificates
* Procurement of trainers, training facilities etc.
* Support and oversee internship programs
* Organizing annual employees meeting
* Prepare monthly, quarterly HR annual reports
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| **III. Key Deliverables** |
| * Developed comprehensive human resources policy package for MoD in accordance with applicable rules and regulations
* A well-functioning employment system containing all employees updated human resources files
* Daily updated attendance records
* Updated and relevant job descriptions for all MoD staff
* A well designed and implemented training plan for staff
* Monthly Activities Report. A report on activities undertaken for the month in the execution of your duties and responsibilities.
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| **IV. Reporting** |
| The Human Resources Officer directly reports directly to Director General of the Ministry of Defence  |
| **V. Recruitment Qualifications and Competencies** |
| **Education:** Bachelor’s Degree in Human Resources management or Business administration (human resources option);**Experience:** * At least three years of experience in human resources management;
* Knowledge and understanding of human resources management and career development

**Competencies:*** Substantial knowledge of human resources management practices;
* Knowledge and understanding of recruitment process and career development;
* 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,
* Substantial knowledge of human resources management and career development practices;
* conscientious and self-motivated with an ability to work as a team member and on own initiative;
* IT - in particular MS Word, MS Excel, Power Point.

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