

**MINISTRY OF DEFENCE**

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| **TERMS OF REFERENCE** |
| **Post title** | **ICT Officer** |
| **Contract** | **Individual Contract** |
| **Organization unit** | **MoD, Administration**  |
| **Name of Supervisor** | **DG 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 Information and Communications Technology (ICT) Officer has experience and thorough knowledge of communication and computer technology in an office environment. Importantly, the ICT Officer must hold a professional attitude, be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team. The ICT Officer will carry out the following tasks:* Planning of the MoD ICT development and participation in inter-ministerial and governmental technical committees
* Planning specific ICT for own and aid financed projects
* Preparing the ICT Budget of the ministry
* Procurement of hardware and all basic software
* Operation of all central system
* Maintains the ministry's servers, computers, and overall ICT
* Customization of all IT programs and applications for the use of the ministry
* Data base administration, backup / restore systems
* Electronic knowledge systems
* Builds and maintains local area network (LAN) and ministry intranet
* Administration of the ministry's internet portal and e-mail structures.
* Assigning of e-mail accounts and the access to the ministry systems
* Taking care of the ICT of the regional offices and its network capacities
* Organizing staff training in basic IT knowledge (coordinates with HR section)
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| **III. Key Deliverables** |
| * Well maintained and functioning MoD servers, computers and overall ICT
* An updated easy accessible database administration
* Well administered ministry internet portal and e-mail structures
* Prepared ICT budget
* Implement basic ICT 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 ICT Officer directly reports directly to Director General of the Ministry of Defence |
| **V. Recruitment Qualifications and Competencies** |
| **Education:** Bachelor’s Degree in Computer science and information technology (IT option);**Experience:** * At least three years of experience in IT/ICT;
* Knowledge and understanding of IT and information systems.

**Competencies:*** Substantial knowledge of IT and/ information systems;
* Ability to work as part of a multidisciplinary team,
* conscientious and self-motivated with an ability to work as a team member and on own initiative.

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