

**MINISTRY OF DEFENCE**

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| **TERMS OF REFERENCE** |
| **Post title** | **Legal Assistant** |
| **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 Legal Assistant is expected to support the Legal Advisor of the MoD. In general, the Legal Assistant is knowledgeable on management and office planning practices. Importantly, the Legal Assistant must be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team. The Legal Assistant will carry out the following tasks in support of the Legal Advisor: * Establish a functioning Legal Office within the MoD using MoD processes and systems.
* Plan and coordinate work closely with other departments within the MoD fostering good working relationships.
* Support key legal coordination meetings.
* Secretariat support to the legal Advisors’ meetings alongside other key stakeholders.
* Coordination of FGS and donor support to the reviewing and drafting of law and other legal documents.
* Administer regular meetings for the Legal Advisors.
* Contribute to the MoD reporting in accordance with MoD administrative procedures.
* Others tasks as required by his/her supervisor.
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| **III. Key Deliverables** |
| * A functioning Legal Office within the MoD using MoD processes and systems.
* Good working relationships and well functioning cooperation and coordination with other departments within MoD.
* Regular legal coordination meetings schedule established and implemented.
* 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** |
| Legal Assistant reports to the DG MoD, Legal Director. |
| **V. Recruitment Qualifications and Competencies** |
| **Education:** Bachelor’s Degree in Accounting, Business Administration, or equivalent.**Experience:** * At least three years of experience in legal affairs, administration, operations and planning.
* Knowledge and understanding report writing and office administration

**Competencies:*** Substantial knowledge of management and planning practices;
* Knowledge and understanding of donor reporting requirements;
* conscientious and self-motivated with an ability to work as a team member and on own initiative;
* Basic knowledge of planning and budgetary practices;
* 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;
* IT - in particular MS Word, MS Excel, Power Point.

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