

**MINISTRY OF DEFENCE**

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| **TERMS OF REFERENCE** |
| **Post title** | **Procurement Officer** |
| **Contract** | **Individual Contract** |
| **Organization unit** | **MoD, Administration**  |
| **Name of Supervisor** | **Director General Ministry of Defense** |
| **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 Procurement Officer is knowledgeable on procurement practices, both in terms of operational procedures for public sector procurement and development and planning of procurement procedures. Importantly, the Procurement Officer must be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team. The Procurement Officer will carry out the following tasks:* Receipt and storage of all incoming/outgoing official correspondence to/from The Ministry, Filing, Archiving, preparing follow-up periodic reports, by using the Automated e-dewan Archiving System;
* Prepare Ministry's procurement plan;
* Clearance of all procurements on request of ministry departments;
* Procurement and administration of office furniture, non-ICT technology, stationery;
* Managing ministry's warehouse;
* Copying and printing;
* Ensure the provision of water, electricity, telephone and the internet services;
* Management of Garage services (Vehicles, Drivers, Car Maintenance);
* Management of Internal services Guards, Cleaners, Janitors, Messengers (mail services);
* Maintenance and registration of the current and fixed assets of the Ministry;
* Observing overall security conditions of the ministry buildings.
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| **III. Key Deliverables** |
| * A developed and well-functioning procurement plan for MoD.
* Well functioning procurement of necessary office equipment, non-ICT technology, stationary and other required items within MoD.
* Well managed garage and internal services.
* Registration of the current and fixed assets of the Ministry.
* 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 Procurement Officer directly reports to Director General of the MoD and s/he will work closely with the Director of the Finance Department. |
| **V. Recruitment Qualifications and Competencies** |
| **Education:** Bachelor’s Degree in Business Administration, procurement/assets management.**Experience:** * At least three years of experience in procurement and administration
* Knowledge and understanding report writing and office administration
* Competencies:
* Substantial knowledge of management and procurement 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;
* Ability to work as part of a multidisciplinary team,
* Substantial knowledge of financial and procurement 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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