

**MINISTRY OF DEFENCE**

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| **TERMS OF REFERENCE** |
| **Post title** | **Strategic Planning Officer** |
| **Contract** | **Individual Contract** |
| **Organization unit** | **Mod, Administration**  |
| **Name of Supervisor** | **Director General- Ministry of Defence** |
| **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 Strategic Planning Officer is experienced and knowledgeable on strategic planning in the civil service field. The Strategic Planning Officer further has experience on developing, leading and evaluating projects, in particular in the defence sector. Importantly, must be self motivated and ready to take responsibility for deliverables as an integral part of a multi-disciplinary team. The Strategic Planning Officer will carry out the following tasks:* Advising DG and Planning & Strategy Director in general tropics of planning and policy making
* Preparing presentation of the developed plans and strategies for the meetings of the ministry
* Participating in consolidating the ministry's plan with the national plan, developing and preparing security policies and strategies
* Exploring new topics to tackle in the long-term and short-term ministerial plans and strategies
* Participating in developing departments work plans
* Keeping and handling information for planning
* Developing project proposal based on the ministry plan
* Conducting M&E for the projects, strategies and programs implemented under the oversight and management of MoD
* Coordinate meeting with national and international partners on planning and M&E of the projects
* Producing M&E reports about different aspects with keeping Database of M&E reports
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| **III. Key Deliverables** |
| * A developed Ministry plan, aligned with the national plan
* Drafted project proposal based on the ministry plan
* Developed security policies and strategies within the mandate of the MoD
* Finalized departments work plans
* Organize regular coordination meetings with national and international partners on planning and M&E of the projects
* 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 Strategic Planning Officer reports to the Director General of the Ministry of Defence. |
| **V. Recruitment Qualifications and Competencies** |
| **Education**: Bachelor’s Degree in Business Administration.**Experience:** * At least three years of experience in procurement and administration
* Knowledge and understanding of 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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