

CALL FOR JOB APPLICATIONS

Country:	Somalia
Project:	Somalia Capacity Injection Mechanism Project
Grant No:	P149971
Assignment Title:	Various Positions in Beneficiary Institutions
Type of Appointment:	Regular Civil Service Position
Type of Contract:	Performance Based Contract
Duty Station:	Beneficiary Ministries Offices in Mogadishu
Expected Start Date:	August, 2021
Reference No.:	FGS/CIM/Civil Service Recruitment/2021

Under the Somali Compact of September 2013, the Federal Government of Somalia established a Government Flagship Programme to build core public sector capacities. A World Bank Public Sector Capacity Injection Mechanism (CIM) supports this.

The below beneficiary institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. The Office of the National Civil Service Commission (NCSC) of federal government of Somalia invites applications from qualified candidates for the following positions;

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- 1: Civil Service Reform Advisor**
 - 2. Director of Performance and Appraisal Department**
 - 3: ICT and database officer**
 - 4: Director of Communication department**
 - 5. Director of Statistics**
 - 6. Head section of Finance**
 - 7. Human Resources Analyst, Training and Career Management -**
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Competent candidates will be selected according to the Capacity Injection Mechanism and National Civil Service Commission recruitment manual and procedures. Further information and Detailed Terms of Reference can be obtained on the following website www.ncsc.org.so, and at the address below during office hours i.e. 0900 to 1600 hours:

Note:

“This recruitment strongly supports women’s engagement and will support workingwomen through paid maternity leave, plus allowances to support 'secure accommodation', secure transport to and from work' and 'childcare allowances”

How to apply

Confidential applications can be addressed to recruitment@ncsc.gov.so and copy somalia.ncsc.cim02@gmail.com and info@ncsc.gov.so with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or. docx format must be delivered, by 1500 hours of **12th July 2021**

“Applications addressed exclusively to the one of the above email addresses would not be considered

JOB DESCRIPTION FOR THE CIVIL SERVICE REFORM ADVISOR

1	Job Title	Civil Service Reform Advisor
2	Department	Office of the NCSC
	Assignment Location	Mogadishu,
	Duration	6 months (with possibility of extension)
4	Grade Level	Stream B, Level 2 step 1
5	Reporting To	Director General, NCSC
	Supervisory Responsibility	N/A
6	Job Purpose	The civil service reform advisor will be responsible for the coordination, implementation and support on civil service reform matters. He/ She shall be responsible for providing technical and professional support to the National Civil Service Commission in general
7	Objectives of the Job	To Ensure the effective implementation of the Civil service reform program through training and capacity development of NCSC officials. To develop the overall NCSC growth and transformation strategy including its long-term strategic direction to guide systematic, consistent and sustainable development of NCSC and all its departments
8	Duties and Responsibilities	<ol style="list-style-type: none"> 1. Advise the NCSC on the design and implementation of the civil service reform program in relation to the human resource management policies and regulations; 2. Advise the NCSC on the process of developing civil service personnel management policies, regulations and procedures and institutional review for the development of NCSC Capacity Development Plan; 3. Assist in the upgrading and improvement of personnel management information systems and regular reporting on the civil service population to enhance informed decision-making and the process of interface with the payroll system; 4. Facilitate the national, regional and international transfer of know-how and experiences in the area of civil service reform and personnel management and training; 5. Provide support inputs to the development of National Development Plan 6. Advise the NCSC on how to expand experiences, lessons learned and know-how throughout the Somali Government public administration

		<ol style="list-style-type: none"> 7. Ensures that activities under each of the CIP project components are planned and managed well according the NCSC AWP; 8. Provides regular verbal and written reports to NCSC regarding results and progress of the capacity injection project; 9. Provide technical advices and support to NCSC departmental directors in the area of overall management including, but not limited to, development and implementation of action plans, information management and the strengthening of management systems, 10. Develop and strengthen institutional capacity and management capacity building including planning and programming of NCSC; 11. Ensure that the NCSC management is able to make informed decisions concerning the full range of policy and operational issues relevant to NCSC’s work; 12. Advise the NCSC management on all aspects and the necessary steps to be taken to facilitate the successful implementation of the civil service reform; 13. Oversee the proper planning, coordination, integration and operation of the technical implementation committee (TIC) to resolve outstanding issues and difficulties, and ensure that human resources policies and procedures are implemented, and appropriate levels of sustainable institutional capacity are built; 14. Establish and maintain informed and productive relationships with stakeholders including, but not limited to, the international donor community, relevant government ministries and agencies, and other existing or future stakeholders; 15. Any other duties as required by NCSC in accordance with objectives and mandates of NCSC
9	Deliverables	<ul style="list-style-type: none"> • The Civil service reform advisor will be responsible for the following deliverables: • Guidelines on the implementation of policies and procedures of civil service management • Guidelines for policy planning, analysis, formulation and delivery • NCSC departmental work plans and implementation action plans

		<ul style="list-style-type: none"> • Sound changes management principles, and confirm local ownership of civil service reform and implementation approach • Reports on the progress of civil service reform activities throughout the MDAs • NCSC capacity building programmers and reports • Annual impact evaluation report • Resource mobilization strategies • Quarterly and annual progress reports
10	Education	<ul style="list-style-type: none"> • Master's degree in Public Administration, Development Studies, Human Resource Management, International Development or related discipline from a recognized University or equivalent professional qualification
11	Experience	<ul style="list-style-type: none"> • 15 years' experience, 5 (five) of which at management level • experience with public administration reform and civil service personnel management, training and development; • experience in the area of Organizational Reform, and leadership positions • Proven skills as an advisor and an interlocutor of members of government and senior civil servants; strong communication and interpersonal skills, in particular the ability to present difficult and complex concepts to less experienced officials in a manner that holds their attention and effectively imparts knowledge and experience; • A good knowledge of governance systems in Federal Government of Somalia, and general knowledge and familiarity of the situation in the Federal Member States; • An ability to define, implement and manage civil service reform program; willingness to work under time pressure and the capacity to establish priorities and perform in unfamiliar environments.
12	Skills Mix Requirements	<ul style="list-style-type: none"> • Governance • Change management • Leadership and development • Problem-solving techniques • Understanding of development issues; • Initiative, adaptability and skill in adapting policies and techniques to local circumstances; • Computer literacy; • Results oriented and a strong team player; • Sound judgment, flexibility and adaptability; • Excellent inter-personal and communication skills;

		<ul style="list-style-type: none"> • Ability to maintain a high standard of personal conduct; • Blend of analytical, observational, organizational and networking skills • Strategic planning and benchmarking • Project management • Performance measurement • Team building and management • ICT skills • Report writing • Excellent oral and written English and Somali languages
13	Competency Requirements	<ul style="list-style-type: none"> • Proven track record of strong diagnostic, analytical and problem-solving skills; • Knowledge and experience in the field of capacity development, especially capacity assessments, preparing capacity development plans and monitoring capacity development; • Good leadership and facilitation skills; • In-depth knowledge of programme management including quality management and evaluation; • Displays an intelligent awareness of the political environment; • Team player with strong interpersonal and communication skills. Ability to present coherent and convincing positions both in writing and orally; • Ability to deal tactfully with arising situations and advise the members of the civil service reform team; • Ability to work under pressure and to work on different projects simultaneously; • Excellent writing and presentation skills;