

## CALL FOR JOB APPLICATIONS

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

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 the federal government of Somalia invites applications from qualified candidates for the following positions;

**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 -**

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](http://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](mailto:recruitment@ncsc.gov.so) and copy [somalia.ncsc.cim02@gmail.com](mailto:somalia.ncsc.cim02@gmail.com) and [info@ncsc.gov.so](mailto: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 **12<sup>th</sup> July 2021**

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

### JOB DESCRIPTION FOR HEAD OF FINANCE

<b>1. Job Title</b>	Head of Finance
<b>2. Department</b>	Admin and Finance
<b>3. Section</b>	Finance
<b>4. Assignment Location</b>	Ministry of Agriculture (MOA) Mogadishu, Somalia
<b>Duration</b>	6 months (with possibility of extension)
<b>5. Grade Level</b>	Stream A, Level 3, Step 1
<b>6. Reporting To</b>	The Director of Administration and Finance, MOA
<b>7. Supervisory Responsibility</b>	N/A
<b>8. Job Purpose</b>	The Head of Finance is responsible for preparing short, medium and long-term strategy for financial management of the organization along with the overall management and financial reporting procedures. The incumbent manages the financial accounting and reporting systems and Prepares and maintains yearly budgets and forecasts.
<b>9. Objectives of the Job</b>	<ul style="list-style-type: none"> <li>• To perform finance, accounting and administrative work and provide data analytics of various human resource programs and initiatives</li> <li>• To implement recommended actions on PFM related compliance areas</li> </ul>
<b>10. Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• In liaison with the Director of Administration and Finance, to determine the short, medium- and long-term strategy for financial management of the Ministry along with the overall management and financial reporting procedures;</li> <li>• Manage the financial accounting and reporting systems, taking into account the changing accounting and reporting needs of the Ministry and allied stakeholders, such as the Ministry of Finance;</li> <li>• Prepare and maintain yearly budgets and forecasts. To ensure that fellow and directors, managers have appropriate training to prepare budgets for their area of specific budget responsibility, and accept accountability for their maintenance;</li> <li>• Prepare detailed monthly management accounts across all Directorates of the ministry;</li> <li>• Monitor actual performance against budget on a monthly basis and report on variances;</li> </ul>

	<ul style="list-style-type: none"> <li>● Produce statutory accounts and any other reports required by the Ministry of Finance, in close cooperation with Auditor and Accountant General's;</li> <li>● To ensure that Ministry's accounts and accounting systems are maintained in accordance with Somali accounting standards and compliant to the requirements of the Ministry of Finance;</li> <li>● To maintain schedules and records on all / any hire purchase agreements; records on all financial agreements; records on all loans and to assume responsibility for all insurances and public and liabilities insurances including the preparation of a risks register and produce a report on same each year before renewal.</li> <li>● Develop detailed terms of reference for administrative and financed department as well as individual staff.</li> <li>● Conduct a capacity assessment of the current departments as well as the Ministry (in close collaboration with the Institutional Capacity Development Department) tools provider training to all staff on required administration and finance;</li> <li>● Develop administrative, financial and procurement processes and procedures in line with approved PFM, Human Resource and administration processes as laid down by the National Civil Service Commission as well as other processes approved by the Government and in line with best practices.</li> </ul>
<b>11. Deliverables</b>	<ul style="list-style-type: none"> <li>● Within the first two weeks of the contract and in full consultation with the DG, prepare a clear work plan. The work plan shall be formally approved by the DG and submitted to the World Bank. Refer to Annex II for a sample work plan.</li> <li>● Prepare summary monthly progress report on the assignment in the context of the approved work plan. Refer to Annex I for the sample monthly progress report. All such reports shall be reviewed and approved by the DG Refer to annex I for a sample monthly progress report.</li> </ul>
<b>12. Education</b>	<p>Mandatory qualifications:</p> <ul style="list-style-type: none"> <li>● Bachelor qualification from a recognized university in accounting, business finance or business administration.</li> <li>● Fluency in Somali and English</li> </ul>
<b>13. Experience</b>	<ul style="list-style-type: none"> <li>● Minimum of 5 years of professional experience in a role in managing government finance, involving advice within government is essential.</li> </ul>
<b>14. Skills Mix Requirements</b>	<ul style="list-style-type: none"> <li>● Governance</li> <li>● Change management</li> <li>● Leadership and development</li> </ul>

	<ul style="list-style-type: none"> <li>● Problem-solving techniques</li> <li>● Blend of analytical, observational, organizational and networking skills</li> <li>● Strategic planning and benchmarking</li> <li>● Project management</li> <li>● Performance measurement</li> <li>● Team building and management</li> <li>● Monitoring and evaluation</li> <li>● ICT skills</li> <li>● Report writing</li> <li>● Excellent oral and written English and Somali languages</li> <li>● Water conflict management skills</li> </ul>
<p><b>15.Competency Requirements</b></p>	<ul style="list-style-type: none"> <li>● Gives objective advice based on sound analysis</li> <li>● Focuses on outcomes</li> <li>● Gives purpose and direction</li> <li>● Thinks strategically</li> <li>● Involves people in decision-making</li> <li>● Communicates effectively</li> <li>● Demonstrates commitment to organization/ corporate decisions</li> <li>● Displays an intelligent awareness of the political environment</li> <li>● Prepares plans with clear short and long term objectives</li> <li>● Functions effectively in a team of professionals.</li> </ul>