

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 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, 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 HUMAN RESOURCE ANALYST, TRAINING AND CAREER MANAGEMENT

1. Job Title	Human Resource Analyst, Training and Career Management
2. Department	HR Department
3. Section	Training and Career Management
4. Assignment Location	Ministry of Planning, Investment and Economic development - Mogadishu – Somalia (MOPIED)
Duration	6 months (with possibility of extension)
5. Grade Level	Stream A, Level 3, Step 1
6. Reporting To	The Director of HR, MOPIED
7. Supervisory Responsibility	Section Staff
8. Job Purpose	The Human Resource Analyst (Training and Career Management) is charged with designing, developing, and facilitating training and development initiatives of MOPIED. He/she will provide relevant input in managing each staff's career development initiatives
9. Objectives of the Job	<ul style="list-style-type: none"> • To perform human resource administrative work and provide data analytics of various human resource programs and initiatives • To provide subject-matter training and support to staff on HR business processes and implement HR modules in line with the laid regulations • To implement recommended actions on HR related compliance areas
10. Duties and Responsibilities	<p>The duties and responsibilities of the Head of Training and Career Management will be to:</p> <ul style="list-style-type: none"> • Coordinate the training needs assessment for all staff • Work with managers/supervisors to develop proactive training plans for each staff that will prepare the Ministry in meeting its current and future business objectives. • Schedule training and development programmes for all staff • Provide subject-matter training to employees on various topics on the assigned functions • Assist in developing the training curriculum (short term, medium-long term, continuous, on the job, executive leadership training) and assist in development of training materials • Support the socialization or orientation programs of new employees • Compile data and analyse past and current year training requirements • Assist in ensuring that all staff have job descriptions • Develop career plans and review career goals, including identifying learning and special skills training for each staff in the Ministry • Support the development and implementation of HR initiatives and systems

	<ul style="list-style-type: none"> • Assist in performance management processes by: (i) Ensuring the performance management system is utilized in the Bank and learning sessions are provided to enable all staff understand the benefits of performance management, and (ii) Ensuring each staff's performance appraisal is undertaken annually • On a regular basis, review the competency model of the MOPIED with the concerned supervisors • Support in the identification of scarce/rare skills and propose a mentor for each of these critical talent pool as part of succession planning • Ensure adherence to the policies and procedures laid out in the coaching and mentoring manual and that each staff is aligned to a coach • Ensure the promotion and transfers regulation is adhered to, including regulations governing internal and external mobility, transfers and demotions • Collect and analyse data on training and career management in the Bank • Ensure that records are created, maintained and stored in accordance with the standards outlined in the Records and Archival Management policy • Institutionalize the Bank's change management plan (the Ministry's vision, mission, values; implement the 'new' organization structure; capacity building; communication on change management; ethics and business conduct; leadership training; and stakeholders/citizen involvement) • Analysis of human capital risks in the Ministry and develop risk mitigation strategies • In collaboration with the other HR Analysts in the ministry, develop, manage and monitor the HR dashboard • Charged with coordinating and facilitating the HRM section's team building activities • Generate adhoc reports and provide data in the form of analytics • Participate in other responsibilities as required or assigned by the Head of HRM Section. • Any other duties assigned by the supervisor and his/her delegate.
<p>11. Deliverables</p>	<p>Head of Training and Career Management will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> • Risk mitigation strategies report • Training Plans for all staff in the Bank, including training programme for senior members of staff/leadership/management team • Annual Performance Appraisal reports for all staff in the Bank • Unit's outreach and communication strategy (Semi-Annual) • Quarterly Progress reports of the Unit

12. Education	<ul style="list-style-type: none"> • A minimum of a first degree in Human Resource, Public Administration, or related discipline from a recognized university or equivalent professional qualification • A Master's degree will be an added advantage
13. Experience	Three years' professional experience in the area of specialization
14. Skills and Competency Mix Requirements	<ul style="list-style-type: none"> • Experience in HR administration and knowledge of basic principles of human resource management and organizational development in a complex and fragile environment • Knowledge of HR applications, databases, and HR modules • Is up-to-date with information of the country's labour/civil service law, and the basic policies governing the civil service • Demonstrable experience with designing training curriculums and developing training plans • Ability to make sound and timely decisions • Innovative problem solver • Good numeracy skills and detail oriented • Blend of analytical, observational, organisational, networking and people skills • Ability to handle stress and high demand situations • Somali cultural awareness • Demonstrates confidentiality, integrity and ethical practices • Excellent communicator and facilitator • Ability to work well as a team and independently • Report writing skills • Basic business and financial acumen; awareness of basic principles of profit, loss, cost management, and budgeting • Excellent oral and written English and Somali languages