

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;

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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 ICT and Database Officer

1. Job Title	ICT and Database Officer
2. Department	CIM Coordination Unit
3. Assignment Location	Mogadishu, National Civil Service Commission
Duration	6 months (with possibility of extension)
4. Grade Level	Stream A, Level 3 step 1
5. Reporting To	Human Resources Manager
6. Supervisory Responsibility	N/A
7. Job Purpose	The ICT and Database Manager will create and manage all ICT and database applications required for the management of CIM. The ICT and Database Manager role is to plan, organize, direct, control, coordinate and support the ICT strategies, plans and operations of the NCSC to ensure the ICT infrastructure and software supports the NCSC overall operations and priorities.
8. Objectives of the Job	<p>The Capacity Injection Modality (CIM) is a World Bank initiative to provide urgently needed skills, knowledge and expertise to Ministries, Agencies and Departments in the Somali Civil Service. The National Civil Service Commission (NCSC) is responsible for CIM Programme implementation. The NCSC requires an ICT and Database Manager to achieve the NCSC database and CIM ITC. This is two-year assignment located in Mogadishu.</p> <p>The ICT and Database Manager will create and manage all ICT and database applications required for the management of CIM. The ICT and Database Manager role is to plan, organize, direct, control, coordinate and support the ICT strategies, plans and operations of the NCSC to ensure the ICT infrastructure and software supports the NCSC overall operations and priorities.</p>
9. Duties and Responsibilities	<p>ICT & Database Officer will be responsible for:</p> <ol style="list-style-type: none"> 1. Identify the ICT needs of the NCSC and CIM in consultation with other staff, communicating with users to formulate and produce a requirements specification to create system and software solutions. 2. Develop and manage a database covering all CIM appointees and CIM activities. 3. Ensuring that CIM systems are compatible with NCSC and other civil service IT applications; 4. Meeting CIM and NCSC milestones, objectives and deliverables within agreed timeframes and budgets. 5. Create, maintain and manage technical quality assurance processes and procedures to assess efficiency, validity, value

	<p>and functional performance of computer systems and environments.</p> <p>6. Ensuring adherence to accredited internal and external industry quality standards and regulations.</p> <p>7. Plan, organize, direct, control and coordinate the acquisition, development, maintenance and use of ICT systems for the NCSC and CIM. Tasks will include:</p> <ul style="list-style-type: none"> a. Analysing information needs and specifying technology to meet those needs; b. Formulating and directing information and communication technology strategies, policies and plans; c. Directing the selection and installation of ICT resources and the provision of user training; d. Setting priorities between system developments, maintenance and operations overseeing the security of ICT systems; e. Preparing purchase orders, monitoring supply sources and negotiating contracts with suppliers. <p>8. Provide on the job training, coaching and mentoring for CIM/NCSC staff to manage all ITC procedures.</p> <p>9. Provide ITC advice and support to CIM/NCSC management.</p> <p>10. Ensure optimal database and system integrity, security, backup, reliability and performance.</p> <p>11. Perform the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls.</p> <p>12. Implementing and administering database documentation, guidelines, policies and procedures.</p> <p>13. Testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality.</p>
<p>10. Deliverables</p>	<p>The ICT & Database Officer will report to the Human Resources Manager and work under the overall guidance of the NCSC Director.</p> <p>Language, Reports and other documents shall be submitted in English;</p> <p>Location and Duration - Period and duration of assignment: Indicative start date is Feb. 2016;</p> <p>The contract is expected to run for a period of one year with possible extension subject to satisfactory performance. The HR Officer will have a three months' probationary period.</p> <p>The duty station is Mogadishu, Somalia. The ICT & Database Officer will be based in NCSC Office.</p> <p>Facilities to be provided - NCSC will provide the ICT & Database Officer with office facilities, essential utilities, office services, stationery and office supplies and use of a computer, printer,</p>

	scanner and photocopying machine. In addition, NCSC will provide copies of all the documents the ICT & Database Officer may need to discharge his functions; and will assist in liaising with other project implementing MDAs. The NCSC will provide transport to the ICT & Database Officer for his official duties.
11. Education	<ul style="list-style-type: none"> • A minimum of a first degree in ICT or related discipline from a recognized university or equivalent professional qualification • A Master's degree in ICT will be an added advantage
12. Experience	Minimum 5 years professional experience in the ITC, computer operations and database maintenance.
13. Skills Mix Requirements	<ul style="list-style-type: none"> • Governance • Change management • Leadership and development • Problem-solving techniques • Blend of analytical, observational, organisational and networking skills • Strategic planning and benchmarking • Project management • Performance measurement • Team building and management • Monitoring and evaluation • ICT skills • Report writing • Excellent oral and written English and Somali languages
14:Competency Requirements	<ul style="list-style-type: none"> • Demonstrated ability to assist individuals or groups in the achievement of strategic ITC goals. • Proven ability to impart information and communicate complex technical ICT concepts, including the development of documentation at a high standard. • Demonstrated experience in the development and implementation of ICT technical services, delivery processes, ICT standards and methodologies to achieve high quality service outcomes. • Experience in the use of technology and process improvement as a vehicle for reform and as a change agent in redeveloping business practices. • Sound knowledge of ICT technologies and trends.