

SCOPE OF WORK
Program Assistant
Barawe

BACKGROUND

TIS+ is implementing the Somalia Project to promote good governance and community cohesion. The objectives of this contract are to: 1) Increase confidence in governance based on equitable participation in decision making and management of community assets. 2) Empower community and government representatives to engage with private sector and development actors in a collaborative process for community growth. 3) Increase Somali engagement in creating a more stable future. 4) Support inclusive, sustainable development by reducing gender gaps in stabilization and development.

OBJECTIVE

The TIS+ program plans to expand implementation of in kind activities across South West State and thus intends to enhance the capacity of the State government counterparts. This will be addressed by recruiting support staff to help the state Ministry of Interior and Local Governance (MOILG) oversee and support more effective and efficient implementation of agreed in kind initiatives. The initial contract will be for one year, with a possibility of extension. Current planned activities include small scale public infrastructure, community coordination, and social strengthening events. The successful candidate will have the ability to work independently, have strong organizational skills, strong reporting skills and the ability to effectively engage with a range of stakeholders.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Dedicated support to TIS+ activities to be carried out in Barawe, directly reporting to the MOILG, with indirect reporting and shared management with the TIS+ Program Team as appropriate.
- Support local logistics of program activities, office support, and field visits.
- Submit weekly reports and documentation as requested.
- Ensure program and project assets are well maintained and secure.
- Support program team in gathering documentation and signatures for all asset handovers to grantees in line with TIS+ regulations.
- Support project design and implementation, as well as monitoring and evaluation activities.
- Coordination and communication with other project support staff as well as local stakeholders, including government, civil society, and private sector. Support field visits as necessary.
- Engagement with women and women's groups, independently and in cooperation with the Project Oversight Committees, to encourage their full participation in activities, and decision-making.

QUALIFICATIONS

The successful candidate must have the following qualifications:

- University degree in relevant field.
- Highly organized, flexible, and able to meet deadlines.
- Experience in asset management and protocols.
- Experience in procurement and logistics, preferably on USAID-funded projects.
- Strong capacity for teamwork, communication and information sharing.
- Ability to issue dependable, accurate reports on a timely basis.
- Ability to work and problem solve independently.
- Proficiency in Microsoft Office
- Professional level of written and verbal English and Somali languages.

REPORTING:

This consultant will report to the MOILG, with indirect reporting to the TIS+ Program Team.

Transition Initiatives for Stabilization Plus – TIS+

LOCATION:

Barawe, South West State

Applications with a detailed CV will need to be sent by 12 October, 2016.

Send your Cover Letter and CV to recruitment@somtisplus.com

(Clearly state **Program Assistant – South West State** on the Subject Line). Only shortlisted candidates will be contacted for interviews