



## **CIVIL SERVICE COMMISSION Vacancy Announcement**

Job Title:	Personal Files Clerk
Ministry/Agency:	Civil Service Commission Secretariat
Grade Level & Classification:	Grade 4
Reporting to:	Director of Policy, Records and Merit Protection
Hours:	Normal Working Hours
Location:	Adaado, Somalia

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### **1. Purpose of the position**

This position is an operational position within the Secretariat of the IGA Civil Service Commission. The Civil Service Commission has been established to oversee the proper functioning of the Civil Service of IGA. The Personnel Files Clerk will assist the Director of Policy, Records and Merit Protection to keep accurate and up to date records of all authorised Civil Servants.

### **2. Responsibilities & Duties**

The Personal Files Clerk is responsible for maintaining Personal Files for each appointed Civil Servant. The tasks to be undertaken by the Personal Files Clerk, under the direction of the Director of Policy, Records and Merit Protection, include:

- Maintain Personal Files which record information on each Civil Servant including their personal details, qualifications and experience, their employment history in the Civil Service, the position they occupy, their current salary entitlement, leave entitlements, and other relevant data.
- Ensure that Personal Files are kept up to date with information on promotions, transfers, dismissals and retirements.
- Coordinate with the Recruitment Coordination Department to ensure that information on new recruitments, promotions, and transfers is included in the files.
- Ensure that information in Personal Files is kept confidential and is only disclosed to authorised people.
- Facilitate regular audits of Personal Files to ensure their accuracy, coordinate with Employing Authorities to ensure their records agree with Civil Service Commission records, and coordinate with the Ministry of Finance to ensure that grade, step and salary information of each Employee is correct.
- Notify Employees and Employing Authorities when employees reach retirement age.
- Prepare information for quarterly and annual reports on Civil Service staff numbers.

- Assisting with other work of the Policy, Records and Merit Protection Unit.

### **3. Qualifications and Training**

Essential skills

- Basic sound management skills.
- Training and experience in human resource management.
- Computer literacy and familiarity with Word, internet, and Excel.

### **4. Competencies**

- Knowledge of the local community and able to communicate in local languages.
- Ability to collate and analyse information.
- Ability to disseminate information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

### **5. Required Experience**

The position requires experience in an administrative role in human resource management.

### **6. Performance Criteria**

The incumbent is deemed to be performing the duties effectively when:

- Personal Files of Civil Servants are up to date and accurate and aligned with MoF salary records and Employing Authority records.
- Information in the Personal Files of Civil Servants is kept confidential.
- Regular reports are provided to the Civil Service Commissioners and are accurate and timely.
- IGA legislation, rules, policies and guidelines are adhered to in the performance of duties.

## How to Apply

CANDIDATES SHOULD SEND CV, APPLICATION LETTER AND CONTACT INFORMATION FOR THREE WORK-RELATED REFEREES TO [CSC.GALMUDUG@GMAIL.COM](mailto:CSC.GALMUDUG@GMAIL.COM) BY **23RD OF FEBRUARY 2016.**

Note

- Applications not including all the above information will not be reviewed.
- Write the title of the position on the subject of your email.
- Only short listed candidates will be contacted.