

Vacancy: Organizational Management Specialist

Terms of Reference

I. General Information

Position:	Organizational Management Specialist
Beneficiary Institution:	Somaliland Ministry of Health
Duty Station:	Hargeisa (Somaliland)
Stream/Band:	Stipend commensurate with degree and experience
Duration of Assignment:	9 months
Deadline for Applications:	27 November 2014

II. Background Information

About MIDA FINNSOM Health Phase III Project

The past decades have seen continued migration from various African countries, causing “brain drain” that has debilitated various public sector systems across the continent. Implemented by IOM, *Migration for Development in Africa* (MIDA) projects seek to utilize the skills and knowledge of Africans living in the diaspora to rehabilitate public sector systems in their countries of origin. Through Phase III of the *Institutionalizing Health Care Improvement through Temporary Returns of Somali Diaspora Health Professionals* program (publicly known as MIDA FINNSOM Health), IOM and Somali diaspora health and support professionals will continue to support the rehabilitation and development of the public health sector in Puntland and Somaliland. MIDA FINNSOM Health is funded by the Ministry for Foreign Affairs of Finland.

About Somaliland

After the collapse of the central Somalian government in 1991, the local government in Somaliland declared independence from the Federal Republic of Somalia. However, to this day, Somaliland’s self-proclaimed independence remains unrecognized by any other country or international organization. As such, the Government of Somaliland does not have direct access to entities like the World Bank or IMF, forcing it to independently develop its own infrastructure without the support of the major international and regional financial institutions. Somaliland is bordered by Ethiopia, Djibouti, the autonomous Puntland region of Somalia, and the Gulf of Aden. The capital is Hargeisa.

About Somaliland Ministry of Health

The Somaliland Ministry of Health (MoH), headquartered in Hargeisa, comprises six main departments: (1) Administration & Finance; (2) Public Health; (3) Reproductive & Child Health; (4) Human Resource Development; (5) Planning & Policy; and, (6) Health Facilities & Medical Services.

III. Duties & Responsibilities

The Somaliland MoH, with assistance from the IOM MIDA FINNSOM Health project, seeks to build the capacity and knowledge of (Ministry's central level staff). To improve to the Ministry's organizational capacity, Somaliland MoH seeks a qualified Organizational Management Specialist who can both provide

services and on-the-job training and support (Central level staff at MoH). In light of having new leadership within the MoH, the Ministry aims to improve the functionality of its departments and workforce. For this reason, the Ministry must initiate and assess its current operating units and determine the key issues that constrain effective performance and delivery of results. The Ministry requires the services of an Organizational Management Specialist to assist the MoH and its directorates to build and reinforce necessary mechanisms. The incumbent will develop concrete plans and strategies to enhance organizational capacity that will enable the MoH to ensure better coordination and support development initiatives. The incumbent will also be required to balance direct support with transfer of skills and knowledge to MoH staff. Capacity development is a key component of this assignment and it will be taken in high consideration in evaluating the achievement of assignment outcomes. Under the overall guidance of the Director General of the Ministry of Health of Somaliland, the incumbent will have the following duties and responsibilities:

1. Ensures that organizational structures are efficient and effective in delivering services.
2. Conducts a comprehensive assessment of organizational development capacity of the MoH.
3. Conducts MoH organizational reviews to determine whether the structures, systems and staffing are adequate to deliver on strategies and core functions.
4. Identifies and analyzes existing MoH strengths and weaknesses in the areas of planning, project management, financial management, human resources, documentation systems, internal operating procedures and external relations.
5. Examines existing plans of service and recommends ways to improve productivity and records staff performance information to enhance service delivery of the MoH.
6. Identifies and formalizes the specific team within the MoH that the incumbent will work with and train during the incumbent's assignment, in collaboration with the MoH Director General.
7. Establishes and maintains contacts and effective relationships with Ministry officials, partner agencies, and non-governmental and governmental organizations.
8. Develops policy structures and operating procedures to improve the functionality of the Ministry, including mission statements, standard operating procedures, workplace policies, annual work plans, project plans, recruitment policies, procurement policies, and other policies required.
9. Assists the MoH to improve its leadership and coordination role by enhancing its communication and staff leadership skills.
10. Plans, organizes and implements capacity development activities by transferring skills to local colleagues within the MoH through workshops and other capacity-development schemes.
11. Mentors interns at the Ministry. The interns will work side-by-side with the incumbent and will assist him/her during the assignment.
12. Develops "terms of reference" (ToRs) for interns and submits them to the Ministry and IOM for endorsement after the first month of assignment.
13. Performs any other duties as requested by the incumbent's supervisor.

The IOM Hargeisa National Program Officer, Ms. Ayan Rabi, will technically support this assignment from Hargeisa through interaction with the qualified Somali expatriate and beneficiary institution.

IV. Target Outputs (Measurable Results)

1. Detailed assessment report that lists recommendations for training, capacity building, and equipment that will guide the development of a comprehensive capacity-building plan.
2. Mission statements, standard operating procedures, workplace policies, annual work plans, project plans, recruitment policies, procurement policies developed. Incumbent must report on number and purpose of each.
3. Training for local staff and interns planned, organized and implemented at least twice per week. Target: At least 25 provided during the nine-month assignment.
4. At least three (3) post-training evaluation tests for MoH staff and interns organized during the assignment period (one every three months).
5. Maximum two interns mentored and involved in the daily implementation of the assignment.
6. ToRs for the mentored interns submitted after the first month of assignment.

V. MIDA FINNSOM Health Requirements

Besides the specific outputs mentioned in Section IV, MIDA FINNSOM Health is requiring the following steps/actions to be undertaken throughout the assignment. These are standard requirements for all assignments under this project:

1. **Transfer of skills:** The main responsibility of the qualified Somali expatriate—which he/she will be measured against—will be to ensure continuous and systematic transfer of knowledge and skills as related to the assignment. It will have to be agreed with the beneficiary institution which civil servants will have to benefit from this knowledge.
2. **Work plan:** A work plan must be developed with the Supervisor during the first week of assignment to provide clear and time-bound activities to successfully implement the outputs of the assignment. This work plan will be shared with the IOM Hargeisa National Program Officer. This work plan can be revised during the midterm review to reflect new developments or changes in strategy.
3. **Midterm Review:** There will be a midterm review of the assignment between the incumbent and the beneficiary institution to discuss progress of the assignment and feedback on performance.
4. **Quarterly and Final Reports:** Quarterly progress reports will be submitted by the incumbent to the Supervisor and to the IOM Hargeisa National Program Officer. At the end of the assignment, the Participant must also provide a final report covering the duration of his/her assignment.

VI. Qualifications

Level of Education:	Master's Degree
Area of Study:	Organizational Capacity Development, Organizational Management, Public Administration, Management, or related discipline

Years of work experience in what area(s):	Required: At least five (5) years of relevant experience in organizational development. Desired: Public sector working experience in the field
Languages needed:	English and Somali
General Skills / Other Requirements:	<ol style="list-style-type: none"> 1. Good communication skills. 2. Ability to use Microsoft Office programs (Word, Excel, and PowerPoint) and web-based management systems. 3. Ability to find innovative solutions to complex problems.
VII. Monthly Stipend	
The monthly stipend amount will be determined by MIDA FINNSOM Health based on degree and years of relevant experience.	
VIII. Security and Insurance Modalities	
<p>Health insurance—including evacuation due to medical emergency—will be provided by the project. However, experts will be requested to provide a recent medical certificate stating that they are physically fit and able to work in a hardship area in Africa.</p> <p>Please note that IOM, according to the contract, will not be responsible for the security of the qualified Somali expatriates. The host beneficiary institution will be responsible for the security of the individual.</p> <p>Before leaving the country of residence or upon arrival in Nairobi or in Somalia, the qualified Somali expatriate will receive a pre-service briefing including security advice and cultural background.</p>	
IX. How to Apply	
<p>All applications must be sent to iomhelsinkimida@iom.int, with the following reference as subject in your e-mail: “APPLICATION: Org Mngmnt Specialist/Hargeisa”.</p> <p>To be considered, applicants must provide a cover letter, CV, and the contact information (email and phone number) of two professional references by the closing date of this vacancy. Please save your documents in PDF format. Only shortlisted candidates will be contacted.</p> <p>While this project is geared toward the Somali-Finnish diaspora, we also welcome members of other Somali diaspora communities to apply. Note that preference may be given to applicants who were successful participants in the Phase II project. Lastly, we highly encourage the participation of women in MIDA FINNSOM Health Phase III.</p>	