



MINISTRY OF INTERIOR AND LOCAL GOVERNMENT OF SOUTH WEST STATE OF SOMALIA

I. General Information

Title of Position:	Young graduate – Administration and Finance (1 positions)
Type of Contract:	Internship Program
Duration of the assignment:	12 month period
Duty station:	Baidoa – Somalia
Supervisor:	Director General - Department of Local government.

II. Organizational Context

The Ministry of Interior and Local governance (MoILG) of South West state of Somalia, wishes to recruit young graduates to support the work of the Department of Local Government (DOLG). This support will enable the ministry to make its contribution towards the achievement of the local government department's goal.

To enhance, the MOI human resource capacity and the need to support the external technical consultants, the young professionals and graduates to undertake the varied tasks in delivering the Ministry's mandate to deliver its commitments for decentralizations. In particular, the work of the Department of Local Government will involve:

- Administration and Finance.
- Policies and legislation – drafting and implementation of the decentralization policy;
- Capacity Development – provision of training and design and implementation of a capacity development strategy for local governments;
- Reconciliation and Consultation – toward the formation of district and regional councils and administrations;
- Monitoring, Evaluation and Reporting.

In this regard, the Young Professional (Administration and Finance) will help design budgeting and procurement policies and procedures as well as develop administrative and financial systems that address cash-flow management, forecasting etc. in order to provide transparent and accountable systems.

III. Objectives / Functions

Summary of Key Functions:

- Assist the MoI in building transparent and accountable administrative and financial systems to enable the institutionalization and decentralization process;
- Help design budgeting and procurement policies and procedures; and

Specific Tasks:

In collaboration with the Consultants of MOI at the DOLG:

- Support MOI in reporting (substantive and financial) against departmental work plans.
- Support the ministry to provide an Annual Narrative and Financial Report of public and donor resources of previous year.
- Support effective institutionalizing of office administration and finance systems.
- Support the design and implementation of the budget and public expenditure management and the provision of service delivery.

V. Final product/deliverable

The outputs will be:

1. MOI supported in the creation of reporting (substantive and financial) against departmental work plans.
2. Supported the production of an Annual Narrative and Financial Report of public and donor resources of previous year.
3. Supported the institutionalization process of office administration and finance systems.
4. Helped design budgeting and procurement policies and procedures.

VII: Qualifications

<p>Eligibility:</p>	<p>MOI may accept interns providing the following conditions are met:</p> <p>a) Enrolment:</p> <ul style="list-style-type: none"> • Enrolled in a degree programme in one of the Somali colleges at the time of application and during the internship (if a candidate is graduating before the internship period begins, they are no longer eligible); or • Not have graduated prior to the beginning of the internship. <p>b) Skills:</p> <ul style="list-style-type: none"> • Fluency in both written and spoken English and Somali; • Computer literate; • Continuous and steady academic achievement, and progress; • Demonstrated keen interest in the work of community and social development programmers; • Demonstrated high learning ability during the years of study; and • Demonstrated the ability to work as a team.
<p>Disciplines/qualifications of interests:</p>	<ul style="list-style-type: none"> • Accounting • Public Administration • Information Technology (ICT) • Business Administration and Management • Economics

VIII: Other information

Women are strongly encouraged to apply.

VII. Application submission

Interested candidates who meet the required qualifications and experience are invited to submit updated CV and cover letter explaining their motivation and why they are suited for the post.

Please send your curriculum vitae to the ministry's office in Baidoa by 07/06/2016 or to this email: 'moi@iswa.so' and liibsoom1@gmail.com with subject line 'Interns with MOI. MOI will only be able to respond to those applications in which there is further interest.