



## **CALL FOR JOB APPLICATION**

<b>Country:</b>	<b>Somalia</b>
<b>Project:</b>	<b>Somalia Capacity Injection Project</b>
<b>Grant No:</b>	<b>P149971</b>
<b>Assignment Title:</b>	<b>Various Positions in Beneficiary Institution</b>
<b>Type of Appointment:</b>	<b>Regular Civil Service Position</b>
<b>Type of Contract:</b>	<b>Performance Based Contract</b>
<b>Duty Station:</b>	<b>Somali National University</b>
<b>Expected Start Date:</b>	<b>October 2017</b>
<b>Reference No.:</b>	<b>FGS/CIM/Civil Service Recruitment/2017</b>

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 Somali National University is among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. In response to the need for training public sector workforce in key administrative and management function of the government, the school of management and public administration is established at the Somalia National University which will conduct the training of staff in various professional cadres. The National Civil Service Commission invites applications from qualified candidates for the director of the school position.

### **How to apply**

Confidential applications can be addressed to **Mr. Omar Abdi**, CIM Coordinator, National Civil Service Commission, E-mail [somalia.ncsc.cim02@gmail.com](mailto:somalia.ncsc.cim02@gmail.com) and please make sure to copy cc, the rector of the university at e-mail [rector@snu.edu.so](mailto:rector@snu.edu.so) with only a Cover Letter and Curriculum vitae (CV) in WORD .doc format must be delivered by 1500 hours of 20<sup>th</sup> September, 2017.

**JOB DESCRIPTION FOR DIRECTOR**  
**School of Management and Public Administration, Somali National University**

Job Title:	Director
Department:	School of Management and Public Administration of Somali National University (SMPA-SNU)
Assignment Location:	Somali National University (SNU), Federal Government of Somalia
Grade Level:	Stream A, Level A1, Step 1
Duration:	One (1) year, renewable for additional Two (2) years upon satisfactory performance verified by the Government and the World Bank*
Reporting to:	Rector of the SNU and PS of MoLSA  <i>NB: All correspondence and reports shall be copied to the Chairman of the National Civil Service Commission</i>
Supervisory Responsibility:	All administrative and academic staff of the SMPA-SNU
Job Purpose:	The job holder will implement, coordinate, oversee, and direct public sector activities and policies at various levels in the School. He/She will provide innovative, visionary, ethical, and strategic leadership and will be responsible for the SMPA-SNU's management including, but not limited to, efforts that: (a) strengthen the research, academic and training programs; (b) Through the SNU financial system, the director exercises sound financial decisions including managing resources wisely, maintaining sound budgetary practices, and allocating resources to the wider benefit of the SMPA; (c) assess fundraising opportunities for the SMPA-SNU; (d) enhance the diversity in the SMPA-SNU; (e) develop the partnership between SMPA, regional and global academic/training institutions, civil service, donors and the Somali Community; and (f) Through the Financial system of SNU, the director will be responsible for the technical financial and administrative functions of SMPA-SNU.
Objectives of the Job	<ul style="list-style-type: none"> <li>• To ensure efficient and effective co-ordination, implementation and monitoring of training policies and programs</li> <li>• To develop and enhance professionalism and work ethics in the civil service workforce</li> <li>• To enhance skills and knowledge of civil servants to be able to compete globally.</li> </ul>
Duties and Responsibilities	Besides the Somali National University (SNU) in which the School belongs to, the Director will work closely with the Ministry of Labour and Social

Affairs (MoLSA), the National Civil Service Commission (NCSC) and, other stakeholders

The job holder will undertake the following duties and responsibilities:

**Management of the academic/training functions**

- Planning, organizing, ensuring quality preparation and delivery of training
- Oversee undergraduate and postgraduate admissions
- Managing trainers and consultants
- Maintain quality of training reports
- Maintain quality and integrity of the SMPA-SNU's curriculum
- Coordinate faculty recruitment, orientation, development, mentoring, scholarships, teaching and supervising students
- Deliver training sessions
- Evaluate all academic programs at the SMPA-SNU
- Follow-up on trainees of the school
- Responsible for the evaluation of training programs of the School and responsible for the implementation of the training of trainers and other respective areas of training
- Liaise with the resource persons with regard to training sessions
- Maintain training records and materials
- Organize activities of specialization coordinators; working with other service units on faculty development matters
- Oversee the designing/updating of Training Information Systems

**Leadership/Strategic Management and Administrative responsibilities**

- Provide leadership, conduct and implement strategic planning
- Effectively manage all the projects and programs of the SMPA-SNU
- Provide oversight and support for student recruitment and retention activities at the SMPA-SNU
- Maintain the quality of the SMPA-SNU and provide visionary leadership in the development of new programs
- Coordinate and promote academic proposals, changes, reviews, and other academic matters with the other faculties in the SNU, and other local, regional and international institutions of higher learning
- Facilitate interactions and act on behalf of the SMPA-SNU to collaborate and build relationships with other universities (local, regional and international) and represent the SMPA-SNU positively in interactions with professional and academic groups at local, regional and international levels
- Adhere to the policies and procedures of the SNU, in general and the SMPA, in particular
- Develop external relationships for the purposes of: (i) enhancing student placement opportunities; and (ii) providing meaningful

	<p>community outreach opportunities for students and the faculty</p> <ul style="list-style-type: none"> <li>• Develop and implement a communication plan to create awareness of SMPA programmes</li> <li>• Establish a sound communication network and to ensure effective communication at all levels within the SMPA-SNU</li> </ul> <p><b>Finance and Procurement responsibilities</b></p> <ul style="list-style-type: none"> <li>• Working closely with the PCU, SNU and Ministry of Finance provide adequate logistics and prompt payment of staff (both academic and administrative)</li> <li>• Oversee grant and development activities/opportunities on behalf of the SMPA-SNU</li> <li>• Understand the financial complexities of staffing, grant procurement, academic programming, and infrastructure maintenance and development</li> <li>• Identify, formulate, design, cost and manage training programs</li> <li>• Responsible for managing and monitoring the SMPA-SNU budget</li> <li>• Prepare the SMPA-SNU work plan, training calendar and budget</li> <li>• Provide administrative support in training activities of the civil servants</li> <li>• Co-ordinate logistics in training classes</li> <li>• Perform such other relevant duties and responsibilities as may be requested by management from time to time</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• SMPA-SNU Annual Work Plan and budget</li> <li>• Published training programs</li> <li>• Training impact reports</li> <li>• Pre-training assessment reports</li> <li>• Post-training evaluation reports</li> <li>• Training calendar and budget</li> <li>• Curriculum of SMPA-SNU</li> <li>• SMPA-SNU strategic plan</li> <li>• Quarterly and Annual reports</li> <li>• Progress report on gender parity in all trainings</li> <li>• Schedule of academic calendar (Quarterly)</li> <li>• SMPA-SNU communication plan (annual)</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Minimum of a Master’s degree with 8 years post qualification experience of which 3 years should be in a tertiary training institution</li> <li>• A PhD is an advantage</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Three (3) to five (5) years of teaching experience in the delivery and planning of training at the graduate or doctoral level</li> <li>• Knowledge of accreditation processes, as appropriate</li> <li>• Experience in faculty/staff development, supervision, and evaluation</li> <li>• Have an understanding of e-learning techniques</li> </ul>

	<ul style="list-style-type: none"> <li>• Possess good organizing, administrative and managerial skills</li> <li>• Possess excellent communication and interpersonal skills</li> <li>• Be proficient in the use of information technology</li> <li>• Fluency in Somali and English</li> </ul>
Skills mix requirements	<ul style="list-style-type: none"> <li>• Pedagogical skills</li> <li>• Time management</li> <li>• People management</li> <li>• Curriculum development</li> <li>• Self-motivation and interpersonal communication skills</li> <li>• Computer skills in MS Office</li> <li>• Record keeping</li> </ul>
Competency requirements	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Excellent leadership skills</li> <li>• Research and problem-solving and analytical skills</li> <li>• Interpersonal and decision-making skills</li> <li>• Communication, teamwork, and human relations skills</li> <li>• Ability to work independently as required</li> <li>• Strategic thinking ability (ability to think critically, ask questions, and challenge unsubstantiated opinions and understand issues from different perspectives)</li> <li>• Ability to maintain confidentiality</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Be familiar with the SNU strategic plan (its mission, vision, values and goals)</li> <li>• Understand and conform with the SNU governance policies, structures, programs, rules and regulations</li> <li>• Demonstrates financial acumen</li> <li>• Demonstrates emotional acuity</li> </ul>
Working conditions and travel requirements	<p>Some travel may be required both locally and internationally.</p> <p>Work is performed primarily in a standard office environment. Work involves operation of personal computer equipment for six to eight hours daily and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions as necessary</p>

NB: \* The World Bank will only verify the performance records of the position holder for the duration of the project and will not be party to all the correspondence between the position holder and the three institutions (SNU, MOLSA and NCSC).