



---

---

## **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 Institutions</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>Beneficiary Institutions Offices in Mogadishu</b>
<b>Expected Start Date:</b>	<b>August 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 below beneficiary institutions are among the core beneficiary institutions for the CIM to strengthen staffing levels and capacity in selected line ministries and central agencies. Central Bank and National Civil Service Commission of the federal government of Somalia invites applications from qualified candidates for the following positions;

Competent candidates will be selected according to the Capacity Injection Mechanism and **Note:** this recruitment strongly supports women's engagement and will support working women through paid maternity leave, plus allowances to support 'secure accommodation', 'secure transport to and from work' and 'child care allowances

**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) with only a Cover Letter and Curriculum vitae (CV) in WORD .doc or. docx format must be delivered, by 1500 hours of 2<sup>nd</sup>, August, 2017. Applications addressed exclusively to the above email addresses would not be considered

## JOB DESCRIPTION FOR HEAD SECTION OF FINANCE

<b>1. Job Title</b>	<b>Head Section of Finance</b>
<b>2. Department</b>	Administration and Finance Department
<b>3. Assignment Location</b>	NCSC-Office, Mogadishu, Somalia
<b>4. Grade Level</b>	Stream “A” level 3
<b>5. Reporting To</b>	Director of Administration and Finance
<b>6. Supervisory Responsibility</b>	Nil
<b>7. Job Purpose</b>	The head of Finance is responsible for the preparation, processing and controlling of financial issue in the National Civil Service Commission, the Head section will process NCSC budget, employee’s salary, and support department financial activities.
<b>8. Duties and Responsibilities</b>	<p>Specific responsibilities of the Head of Finance are as follows:</p> <ul style="list-style-type: none"> <li>• Participate in preparation of Department work plans;</li> <li>• Prepare documentation to ensure flow of funds Prepare periodically financial plans</li> <li>• Set up accounting system, including financial reporting forms and filing system for the Office, in accordance with the Project document and WB procedures;</li> <li>• Enter financial transactions into the computerized accounting system;</li> <li>• Reconcile all balance sheet accounts and keep a file of all completed reconciliation;</li> <li>• Prepare financial reports and submit to the Director of Administration and Finance Department for approval;</li> <li>• Be responsible for all related finance and accounting works and work with the auditor to prepare audited financial statements to timely submit to required agencies.</li> <li>• Process employees salary and office running cost</li> <li>• Check and ensure all expenditures of the office are in accordance with the Federal Republic of Somali’s procedures. This includes ensuring that receipts are obtained for all payments;</li> <li>• Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;</li> <li>• Ensure documentation relating to payments are duly certified by the Director of Administration and Finance and approved by the Director General;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure Petty Cash is reviewed and updated and records are kept up-to-date;</li> <li>• To continuously improve system &amp; procedures to enhance internal controls are satisfy audit requirements.</li> <li>• Bank accounts should be reconciled and reported on or before the 8th of each month;</li> <li>• Prepare monthly bank reconciliation statements, including computation of interests gained (if any) to be included into reports.</li> <li>• Maintain a proper inventory of the Office assets register, including numbering, recording and reporting;</li> <li>• Maintain the inventory file to support purchases of all equipment/assets.</li> <li>• Provide assistance to NCSC of project events, including workshops, seminars, and meetings.</li> </ul>
<b>9. Education</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in accounting, finance or related fields;</li> </ul>
<b>10. Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years of experiences in finance and accounting works. Solid experience of budgeting, planning and reporting;</li> </ul>
<b>11. Skill Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge in administrative and accounting procedures of the Somali Federal Government;</li> <li>• Knowledge of international organizations/agencies' and national financial regulations and procedures;</li> <li>• Good secretarial skills and good organizational capacity;</li> <li>• Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software;</li> <li>• Excellent communication skills in Somali and English, both spoken and written.</li> </ul>
<b>12. Competency Requirements</b>	<ul style="list-style-type: none"> <li>• Analytical, Organizational, observational, financial management, people management, report writing and presentation, and IT skills</li> <li>• Demonstrated experience in financial management and the ability to utilize a range of techniques to increase the levels of financial management.</li> <li>• High-level interpersonal skills including verbal and written communication skills and an exceptional ability to develop and maintain results-focused stakeholder relationships;</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated ability to work effectively with others to build productive coalitions and contribute to sustainable outcomes, including advocacy and the capacity to negotiate effective solutions;</li> <li>• Demonstrated understanding and experience in public financial management cycle.</li> <li>• Proven ability to manage change in a complex and challenging work environment.</li> <li>• Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of internal and external stakeholders;</li> <li>• Demonstrated hands-on, practical approach.</li> <li>• Demonstrated effectiveness in the design and implementation of public financial management systems and solutions</li> <li>• Ability to see and manage risks and consequences;</li> <li>• Strong team building skills and functions effectively in a team of professionals</li> <li>• Fluency in verbal and written Somali and English.</li> </ul>
--	---