



MOI Galmudug Technical Program Coordinator TOR

BACKGROUND

The Galmudug Ministry of Interior and local governments started in institutional restructuring of its departments and have set the recruitment process of qualified professionals as its top priority to lead the **Stabilization and Local Governments formation efforts**. The transition toward democratic governance entails tremendous challenges at all levels, in particular, political, economic, cultural and institutional. These challenges are even more significant when citizens' expectations for quick delivery of democracy, reform and economic growth are high both at the state and local levels. In this regard, The Ministry of Interior and local government is in the process of developing **Stabilization and Local Governance Programme** with the aim of providing support to the Galmudug people in the short, medium and long terms, specifically addressing challenges of **Stabilization and Local Government Authorities**. In addition, the Ministry of Interior plans to prioritize and focus to enhance better coordination of stabilization processes and activities across Galmudug.

The overall objective of the **Stabilization and Local Governments** is to strengthen the efficiency and effectiveness of the Galmudug local government institutions to deliver democratic governance and sustainable economic development. In this context, the Department will work closely with the Development partners including the **Somalia Stability Fund (SSF)**, **UN's Joint Programme on Stabilization Local Governance and Decentralized Services** and other relevant actors at the state and local levels to streamline institutional and organizational structures and support the ministry transformation toward democratic governance and sustainable development.

PURPOSE OF THE POSITION

The Technical Programs Coordinator is the **Principal Programs Coordinator**. He or she is responsible for the management and delivery of all municipal development programs and services in order to ensure that they are accomplished in an effective and efficient manner and within all legislative, policy and procedural guidelines. The TPC will ensure that all programs are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures. He/she is responsible for **all financial transactions, programs and services** created and implemented by the municipality.

The TPC provides advice and support to the **Mayors and Councils** and ensures that they have accurate and timely information in order to make effective decisions on Stabilization projects. The TPC also acts as liaison between the municipalities and other government agencies and departments, private industry, development partners and any other individuals, groups or agencies operating in the **Stabilization projects**.

The TPC must provide records and documents to the relevant Stabilization programs, when requested. He/she must also ensure that all municipal business and operations are conducted in a responsible, confidential and ethical way.

SCOPE

Under the overall supervision of the **Minister of Interior and local governments**, the Technical Programs Coordinator reports to the **Director General** who will oversee all development programs of the municipalities and stabilization works of the Galmudug State. In addition, the Technical Programs Coordinator for stabilization will have secondary reporting to SSF and will provide necessary support as required by the Fund.

RESPONSIBILITIES

- 1. Manage all Local Government development programs and services to ensure that programs/services are provided in an effective and efficient manner**

Main Activities

- ❖ Develop strategic and operational plans for each program area
- ❖ Develop or monitor proposals for program funding
- ❖ Maintain program and services standards, policies, guidelines and procedure
- ❖ Evaluate the effectiveness of programs and program delivery
- ❖ Facilitate the development of Government/Community development programs

- 2. Coordinate the Ministry and community development and public and community relations activities**

Main Activities

- ❖ Assist in coordination and implementation of the community development plans
- ❖ Evaluate the community plans and its implementations
- ❖ Conduct needs assessments, as required
- ❖ Facilitate public meetings
- ❖ Liaise with various community groups
- ❖ Address public complaints and concerns

- ❖ Promote municipal development programs, services and community events and activities
3. **Provide support and advice to the Mayors and City Councils to ensure that Council is able to make effective decisions on their respective development programs.**

Main Activities

- ❖ Work with **Councils** to develop and implement a strategic development plans
 - ❖ **Attend Councils meetings** on municipality development programs
 - ❖ Prepare agendas, information and resources for **Councils development Meetings**
 - ❖ Provide Councils with advice and recommendations on **districts projects**
 - ❖ Maintain and circulate the development programs minutes of meetings
 - ❖ Convey Councils development programs decisions to the **public**
 - ❖ Represent the municipality and Councils at local, regional and Federal meetings on **development projects**
 - ❖ Coordinate and/or facilitate the Councils orientation and training programs
4. **Manage all Development Partnerships and Programs**

Main Activities

- ❖ **Coordinate closely** with **Development partners** involving the local governance in Galmudug with the aim of building strategic partnership and optimizing the programmatic support for the Ministry.
- ❖ Manage governance specific programs in accordance with **agreed MoUs**;
- ❖ When required, represent the **Ministry** at relevant **development partner meetings**, including the **Stabilization Coordination meetings, PSG 2 - Security Working Groups** and others.
- ❖ Monitor programme expenditure against agreed budget lines and timeframes and ensure the **external financial resources are effectively used**;
- ❖ Institute early warning systems to detect weaknesses in project implementation and advise the **Minister on corrective interventions**.
- ❖ Monitor and report the achievement of programme results/outputs and objectives against **agreed indicators** in the performance measurement framework.

5. **Maintain the general administration of the municipalities**

Main Activities

- ❖ Provide reports to government agencies, departments and other organizations
- ❖ Ensure records are maintained
- ❖ Obtain legal and legislative advice on various issues
- ❖ Research potential funding, programs and projects, as required
- ❖ Tender, award and manage contracts

6. Perform other related duties as required

EDUCATION, SKILLS AND ABILITIES

- ❖ Master degree in a Public Policy and Administration, Political Science, Development planning or related disciplines.
- ❖ With at least 3-4 years of proven experience in development, program management and implementation in areas of governance and stabilization programs.
- ❖ Fluency in written and spoken English and Somali is required.
- ❖ Ability to build collaborative partnerships and work with other public or private sector agencies or community partners to ensure the program participants are in compliance with the agreed benchmarks.
- ❖ Ability to develop, or determine the need for changes to program procedures.
- ❖ Ability to monitor, analyze, consult, and report on programs and services.
- ❖ Advanced organizational skills and ability to handle multiple tasks.

WORKING CONDITIONS

1. Physical Demands

The Technical Programs Coordinator may have to work odd or long hours at a time to complete special requests or projects. The TPC will have to spend long hours sitting and using office equipment, computers and attending meetings.

2. Environmental Conditions

The Local Government Department and municipal offices are a busy facility. The TPC will have to manage a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of residents and **Council Members**. The TPC may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

3. Mental Demands

The TPC will have to manage a number of requests and projects at one time. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time. The need to supervise a number of staff and the need to meet continuous and tight deadlines often results in a stressful work environment. The level of responsibility and the potentially detrimental effects of decisions made by the TPC can also be a significant cause of stress and anxiety.

Key Deliverables in Programs Coordination

- I. Develop and schedule the Ministry's **programs work plan**
- II. Manage implementation of the work plan, including production of monthly, quarterly and yearly report(s)
- III. **An executive summary** containing a condensed version of the most important aspects of the Programs
- IV. A description of the programs and its context relevant to the **local development priorities**
- V. Other reports as required by the **Minister and Director General of Interior and local government Senior Officials** and **development partners**.

Application Submission Date:

Qualified and interested applicants are requested to submit their recently updated CV/Resume and cover letter to the following emails: moigalmud2021@gmail.com and copying the following email: Sadie.saylac@gmail.com not later than February 28th, 2018 at 17:00hour's local time with the subject line as “ **Technical Program Coordinator-Galmudug State**”

Only shortlisted candidates will be contacted!

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY