

ADVERTISEMENT

OFFICE OF THE AUDITOR GENERAL

The Federal Government of Somalia



1. Job title	Special Assistant to the Auditor General
2. Location	Office of the Auditor General Somalia
3. Contract period	Permanent

Background

The Office of the Auditor General of the Federal Republic of Somalia (OAGS) is responsible to audit all the federal government institutions and the independent enterprises provided with a public private partnership. The OAGS was established in the early 1960s. When the revolution appeared in 1969, the OAGS was rearranged as a Magistrate of Account with a new law (no. 34 of 14/04/1972). This led to several improvements and tangible outcomes. The activities of the OAGS are based on the Financial Management Procedures of the government.

Currently, this includes the following acts:

Law N. 2 of 29/12/1961 Financial & Accounting procedure of the state; Law N. 317 of 17/12/1962 Regulations for the Accounts of the state; Law N. 318 of 18/12/1962 Stores Regulations, Law N. 34 of 14/04/1972, Magistrate of Account

The Special Assistant to the Auditor General will be responsible to assist the Auditor General in managerial, coordination, communication and administrative tasks.

Roles and responsibilities

- Serves as focal point for the Executive Office, Auditor General.
- Manages the daily calendar and schedule of the Executive Office.
- Conducts research, review and analysis of key documentation for the Auditor General when needed.
- Drafts correspondence, notes-to-the-file and contribution to the preparations of speeches, reports, presentations, etc.
- Attends meetings and travels with the AG, as needed, on official visits.
- Provides support for internal and external meetings, such as by
 - preparing necessary presentation materials
 - inviting and organizing meetings
 - chairing and facilitating meetings where appropriate
 - distributing minutes
 - documenting and following up on important actions and decisions
- Organizes, attends and participates in stakeholder meetings, such as with World Bank, IDI, and European Union.
- Coordinates special projects:
 - Maintains and monitors project plans in coordination with relevant parties, i.e. Planning & Performance Unit in the OAG, World Bank & EU Project Coordinators from Ministry of Finance. Also keeps up project schedules, work hours, budgets and expenditures.

- Ensures project deadlines are met.
- Creates a project management calendar for fulfilling each goal and objective.
- Provides administrative support for the AG as needed, including travel arrangements.

Qualifications

- Relevant Bachelor's Degree

Knowledge & Skills

- **Knowledge:** Internal Communication, External Communication, Communication Strategy, Events Management, IT Communications Systems, Public Sector Protocol and Etiquette, Office Administration, Secretarial functions
- **Skills:** Facilitation skills, Presentation skills, Negotiation skills, Project management skills, Computer Literacy skills, Knowledge Management Skills, Strategic Thinking, Stakeholder Engagement, Strategic Communication, Report Writing

Experience

6-10 years experience as executive assistant

Contact details and closing date for applications

Interested persons can email their CVs at oag@oag.gov.so
The closing date for submitting applications is: [18/07/2019](#).