



**JUBBALAND STATE OF SOMALIA  
CIVIL SERVICE COMMISSION  
VACANCY ANNOUNCEMENT (1 POSITION)**

<b>Job Title:</b>	<b>Recruitment Officer</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>CIVIL SERVICE COMMISSION</b>
<b>Department:</b>	<b>Recruitment and coordination</b>
<b>Grade Level:</b>	<b>6</b>
<b>Reporting to:</b>	<b>Recruitment director</b>
<b>Salary:</b>	<b>\$ 502</b>
<b>Hours:</b>	<b>40 hours per week</b>
<b>Location:</b>	<b>Kismayo, Somalia</b>

**1. Purpose of the position**

The incumbent will support the director of recruitment coordination within the Secretariat of the Civil Service Commission. Assist the proper functioning of the Civil Service commission in the recruitment processes by implanting instructions issued by the Civil Service Commission.

**2. Duties & Responsibilities**

- Support the coordination of the recruitment, promotion and transfer of Civil Servants.
- Support the Establishment of records for civil servant positions approved by the Commissioners, including position numbers, location, grade, and job descriptions.
- Support Employing Authorities (JSS Ministries and Agencies) on their requirements to fill vacant positions, including:
  - Verifying that each position notified by the Employing Authority for recruitment is a position in the record of approved civil service positions of the Employing Authority,
  - Consulting with the Ministry of Finance to verify that financial provision has been made in the budget for the position, and
  - Confirming that the position is vacant or the current occupant has notified his or her intention to leave the position.
- Participate Preparation of job descriptions for the vacant positions for approval by the Commissioners
- Prepare and place advertisements for the vacant positions to attract a wide range of suitable applicants
- Receive and record applications for the vacant positions
- Keep record meetings of the Recruitment Committee and keep records of decisions
- Support arrangement of interviews of shortlisted candidates including deciding the time and place of interview, inviting candidates for interview and keeping a record of the interviews.

- Implement the appointment or promotion decisions of the Commissioners, including:
  - Conducting induction training for new employees for CSC staff.
- Receive requests from Employing Authorities or Employees for a transfer to a another position including:
  - Verifying that the position is a position in the record of approved civil service positions of the Employing Authority.
  - Verifying that the Employee to be transferred meets the requirements set out in the job description for the position
  - Making recommendations to the Commissioners
  - Notifying the Employee and the Employing Authority of the decision of the Commissioners in relation to the proposed transfer.
- Notify the Director of Policy, Records and Merit Protection of all appointments, promotions and transfers to ensure that Personal files of Civil Servants are kept up to date.
- Prepare quarterly and annual reports on Civil Service recruitment, promotion and transfer.
- Scan all CSC documents and keep them in both hardware and software copies.
- Carryout any other duties as assigned by the management.

### **3. Qualifications and Experience**

- Diploma in Business Administration, Human Resource Management or other relevant discipline.
- Understanding of the provisions of the Civil Service Commission Law and the Civil Service Law.
- Sound management skills.
- Training and experience in human resource management.
- Computer literacy and familiarity with word processing, internet, and excel.
- The position requires at least 2 years' experience in a senior administrative role in human resource management.

### **4. Competencies**

- Knowledge of the local community and able to communicate in local languages.
- Ability to collate and analyze complex information.
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules

- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

### **How to apply**

Interested candidates should send their application to [jubalandcsc2016@gmail.com](mailto:jubalandcsc2016@gmail.com) and CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com) by not later than **25<sup>th</sup> August 2016**. Each application should include an updated CV, an application letter and contact information for three work related referees. Applications not included all the above information will not be reviewed.

### **NOTE**

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**JUBBALAND STATE OF SOMALIA  
CIVIL SERVICE COMMISSION  
VACANCY ANNOUNCEMENT (1 POSITION)**

<b>Job Title:</b>	<b>IT Officer</b>
<b>Ministry/Agency:</b>	<b>CIVIL SERVICE COMMISSION</b>
<b>Department:</b>	<b>Recruitment and coordination</b>
<b>Grade Level:</b>	<b>6</b>
<b>Reporting to:</b>	<b>Director of recruitment and coordination</b>
<b>Salary:</b>	<b>\$ 502</b>
<b>Hours:</b>	<b>40 hours per week</b>
<b>Location:</b>	<b>Kismayo, Somalia</b>

**1. Purpose of the Position**

The incumbent will provides IT support services to the entire civil service commission offices. The IT officer will work in close collaboration with the all departments of the Civil service commission by resolving complex IT-related issues.

**2. Duties & responsibilities**

- Support the Implementation of IT management systems and strategies to the civil service commission.
- Provide Effective IT functioning of the CSC hardware and software packages.
- Support to networks administrations and help the staff IT services to ensure effective service delivery.
- Provision of administrative support.
- Develop Database Management system that has data storage facilities.
- Provide specific technical functions, including changing of hardware electronic components (disks, memories, network wiring, power sources, etc.) and routine repairs.
- Assistance in the installation of software and related upgrades.
- Assist operating system and anti-virus program updates, patches, and configuration change on timely bases.
- Support CSC staff in backing up and restoring their files, as well as in virus detection, removal and prevention.

- Maintenance of an up-to-date inventory of software and hardware.
- Develop IT filing system to ensure safekeeping of confidential materials.
- Assistance in trouble-shooting and monitoring of network problems.
- Respond to user needs and questions regarding network access.
- Installing and upgrading the database server and application tools.
- Installation, configuration, upgrading, administration, monitoring, maintenance, and security of databases in the CSC.
- Support development and implementation of new data bases.
- Planning for backup and recovery of database information.
- Support other staff the developments of their ideas.
- Prepare weekly and monthly reports as per the request of the management.
- Scan all CSC documents and keep them in both hardware and software copies
- Carry out any other duties as assigned by the management.

### **3. Qualifications and experiences**

- Diploma in IT or ICT or related field with relevant certifications in hardware and software management and application
- 2 years of proven experience in IT field of networking administration

### **4. Competencies**

- Demonstrating/safeguarding IT ethics and integrity
- Ability to meet critical deadlines while maintaining accuracy
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively.
- Understanding of the provisions of the Civil Service Commission Law and the Civil Service Law.
- Organizational and time management skills
- Self-motivated
- Honest and fair in applying rule

## How to apply

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**دولة إقليم جوبالاند الصومالية**

**JUBBALAND STATE OF SOMALIA  
CIVIL SERVICE COMMISSION  
VACANCY ANNOUNCEMENT (1 POSITION)**

<b>Job Title:</b>	<b>Policy, Record \$ Merit Protection Officer</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>CIVIL SERVICE COMMISSION</b>
<b>Department:</b>	<b>Policy, Records and merit protection</b>
<b>Grade Level:</b>	<b>6</b>
<b>Reporting to:</b>	<b>Director Policy , records &amp; Merit protection</b>
<b>Salary:</b>	<b>\$502</b>
<b>Hours:</b>	<b>40 hours per week</b>
<b>Location:</b>	<b>Kismayo, Somalia</b>

**1. Purpose of the position**

This incumbent will support the director policy, records and merit protection within the office of the civil service commission Secretariat of JSS. The Policy, Records and Merit Protection officer will assist the Civil Service Commission in carrying out responsibilities related to development of policies according to provisions of the JSS Civil Service Law and relevant regulations and instructions issued by the Civil Service Commission. Keep records of all JSS Civil Servants by development of HR data base management.

**2. Duties & Responsibilities**

- Support Civil Service Commission secretariats on the preparation of instructions and regulations required to implement the provisions of the Civil Service Law with authorisation of the line manager.
- Keep records of all Personal Files for each appointed Civil Servant
- Handle the processes for dealing with Appeals from Civil Servants about their employment in accordance with the Civil Service Law by making consultations with the policy records and merit protection.
- Support processes for dealing with disciplinary matters in relation to Civil Servants in accordance with the Civil Service Law in the directive of policy records and merit protection director.
- Develop regulations where necessary to implement the provisions of the Civil Service Law and proposed instructions or regulations for consideration by the Civil Service Commissioners.
- Assist the director in Issuing regulations and instructions that have been approved by the Civil Service Commissioners.

- Establish a system of Personal Files which record information on each Civil Servant including their personal details, qualifications and experience, their employment history in the Civil Service, the position they occupy, their current salary entitlement, leave entitlements, and other relevant data.
- Ensure that staff in the Unit keeps Personal Files up to date with information on promotions, transfers, dismissals and retirements.
- Ensure that information in Personal Files is kept confidential and is only disclosed to authorised people.
- Arrange regular audits of Personal Files to ensure their accuracy.
- Support the implementation of disciplinary procedures in cases of misconduct by Civil Servants reported by Employing Authorities, in accordance with procedures and guidelines issued by the Civil Service Commission.
- Prepare quarterly and annual reports on Civil Service staff numbers, appeals and disciplinary matters.
- Scan all CSC documents and keep them in both hardware and software copies
- Carryout other tasks required by the management.

### **3. Qualifications and Experience**

- Diploma in Business Administration and other relevant field – bachelor degree is desirable.
  - Understanding of the provisions of the Civil Service Commission Law and the Civil Service Law.
  - Basic sound management skills.
  - Training and experience in human resource management/Public administration.
  - Computer literacy and familiarity with word processing, internet, and excel.
  - 2 years of experience in an administrative role in human resource management and public administration.
- **4. Competencies**
    - Knowledge of the local community and able to communicate in local languages.
    - Ability to collate and analyses complex information.
    - Ability to disseminate detailed information in a clear and concise manner.
    - Ability to work independently and as part of a team.
    - Self-motivation.
    - Tactful and polite with excellent communication and interpersonal skills.
    - Excellent listening and questioning skills
    - Ability to present information in a clear and logical way
    - Honest and fair in applying rules

- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
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**JUBBALAND STATE OF SOMALIA  
CIVIL SERVICE COMMISSION  
VACANCY ANNOUNCEMENT (2 POSITIONS)**

<b>Job Title :</b>	<b>Translation officer</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>CIVIL SERVICE COMMISSION</b>
<b>Department :</b>	<b>Recruitment and coordination</b>
<b>Reporting to :</b>	<b>Director of recruitment and coordination</b>
<b>Grade level :</b>	<b>6</b>
<b>Salary:</b>	<b>\$ 502</b>
<b>Hours:</b>	<b>40 hours per week</b>
<b>Duty Station :</b>	<b>Kismayo, Jubbaland</b>

**1. Purpose of the position**

The incumbent will provide translation Support to the secretariat team in the civil service commission, such as translations of developed job descriptions from English to Mother tongue and Mother tongue into English were required, translation of developed policies and other CSC documents.

**2. Duties & Responsibilities**

- Provide translation Support to the secretariat team in the civil service commission without omitting the original text information/ meaning.
- Plan and prepare efficient methods of translation
- Assist in the development of job descriptions when requested
- Keep records of all translated CSC documents
- Provide CSC clerical duties for the development of team spirit.
- Scan all CSC documents and keep them in both hardware and software copies
- Scan all CSC documents and keep them in both hardware and software copies
- Prepare weekly and monthly report as per the request of the CSC management.
- Carry out any other duties by the management

**3. Qualifications and Experience**

- Diploma in business administration- degree is desirable
- Fluency in both oral and written English and Somali.
- 2 years of professional translation and interpreter field.

**4. Competencies**

- Knowledge of the local community and able to communicate in local languages.
- Ability to collate and analyze complex information.
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
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**JUBBALAND STATE OF SOMALIA**

**CIVIL SERVICE COMMISSION**

**VACANCY ANNOUNCEMENT (1 POSITION)**

<b>JOB TITLE :</b>	<b>SECRETARY</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>CIVIL SERVICE COMMISSION</b>
<b>DEPARTMENT:</b>	<b>Recruitment and coordination</b>
<b>REPORTING TO:</b>	<b>Recruitment officer</b>
<b>GRADE:</b>	<b>5</b>
<b>SALARY :</b>	<b>\$ 386</b>
<b>HOURS:</b>	<b>40 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

### **1. Purpose of the Position**

The secretary will work in the office of the civil service commission by providing high level of administrative support to ensure efficient running of CSC through professionalism, initiative and independence.

### **2. Responsibilities and Duties**

- Responsible for providing confidential executive support to the office of the civil service commissioners for managing day-to-day functioning of the office.
- Responsible for providing secretarial, clerical and administrative duties.
- Prepare agenda, attend staff meeting, take follow up notes and disseminate to the relevant staff when requested.
- Receive incoming and out doing electronic communications, and maintain proper office files for keeping records.
- Maintain a smooth follow of work in a concordance with changing priorities.
- Act as primary point of contact for clients and ensure that a high level of service is provided.
- Provide accurate information on services offered by the civil service commission offices to clients and the entire Jubbaland state of Somalia if requested so.
- Deal with all enquiries in a professional and courteous manner.
- Facilitate booking and scheduling of appointments by guests and staff

- Ensure the reception area is clean and tidy at all times
- Ensure office protocol is observed and act as a role model to others
- Prepare office reports if requested by the management.
- Carry out any other duties assigned by the managements.

### 3. Qualifications and experiences

- Diploma or certificate in business administration related course.
- Excellent computer skills.
- 3 years' experience, 2 of which should be in office management
- Previous work experience in secretary is an added advantage.

### 4. Competencies

- Good secretariat and office management skills
- Strong interpersonal skills and ability to build and maintain relationships with divers groups of people
- Organizational and time management skills
- Computer and IT literate
- Self-motivated
- Honest and fair in applying rules.

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**JUBBALAND STATE OF SOMALIA**

**CIVIL SERVICE COMMISSION**

**VACANCY ANNOUNCEMENT (2 POSITIONS)**

<b>JOB TITLE :</b>	<b>CLEANER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>CIVIL SERVICE COMMISSION</b>
<b>DEPARTMENT:</b>	<b>Recruitment and coordination</b>
<b>REPORTING TO:</b>	<b>Recruitment officer</b>
<b>GRADE:</b>	<b>1</b>
<b>SALARY :</b>	<b>\$ 150</b>
<b>HOURS:</b>	<b>40 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

### **1. Purpose of the Position**

This position is a support position within the civil service commission; it has the responsibility of assisting the entire CSC by the necessary cleaning assistance needed.

### **2. Responsibilities and Duties**

- Clean, dust and mop office floors by using a variety of equipment and supplies
- Ensure that cleaning liquids are mixed in correct and safe quantities
- Vacuum and shampoo carpets and make sure that they are dried out before the day begins
- Wipe down desks and chairs and make sure that stubborn smears are removed using appropriate cleaning materials
- Empty trash cans and ashtrays and make sure that all trash is properly disposed off
- Clean and wash down windows and ensure that they are dried properly
- Cook refreshment tea for the ministry staff if requested by the management.
- Ensure that the office kitchen and equipment is properly cleaned and maintained.
- Wash down restrooms and ensure they are sanitized properly
- Replenish towels, soap and toilet paper in bathrooms on a regular basis
- Wash toilet and bathrooms on a regular basis
- Wipe down walls, doors and wall hangings using appropriate types of cleaners and cloth
- Apply sealant to floors
- Ensure proper cleanliness of the areas around the office such as walkways and parking lots
- Move around heavy equipment and furniture for the purpose of storage or rearranging

- Make sure that office is locked properly at the end of the day.
- Plant and water flowers and trees with in the compound of the CSC.
- Carry out any other duties as assigned by the management

### **3. Qualifications and experiences**

- No education qualifications that are required to perform the job.
- 6 months minimum experience

### **4. Competencies**

- Good working relationship skills
- Work organisation and coordination skills
- Development and discipline skills

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