



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

<b>JOB TITLE :</b>	<b>ADMIN ,FINANCE/HR DIRECTOR</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>INFORMATION &amp; TECHNOLOGY</b>
<b>DEPARTMENT:</b>	<b>ADMIN, FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>DIRECTOR GENERAL</b>
<b>GRADE:</b>	<b>7</b>
<b>SALARY :</b>	<b>\$ 803</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 managerial position responsible for managing the administrative functions of the Ministry such as human resource planning, control and the implementation of HR service through employee cohesive relation, evaluating human resources policies, programs, and practices. Prepare effective administrative monthly payroll of the ministry staff according to the JSS PFM policies. Maintain proper accounting policies and procedure. Provide and interoperate financial information on monthly and annually basis. Assist with internal /external audit and support yearly ministry budgeting plan.

The incumbent will liaise with other departments to ensure that relevant information is available to realise ministry objective goals. In consultation with the Civil Service Commission ("CSC") support the implementation of people-related services, policies, and providing information in relation to Human Resources issues CSC legislations.

**2. Duties And Responsibilities**

- Facilitate employee relations and welfare including health, safety, sports and culture;
- Provide registry, managerial and courier services; and manage office records.
- Facilitate general custodian services to include maintenance of office equipment.
- Maintain a documented system of accounting policies and procedures
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements;
- Support annual audit process, liaise with both the internal and external auditors, and assess any changes necessary.
- Support annual budgeting process in conjunction with the other departments of the ministry.
- Effectively communicate and present the critical financial matters to the managing director

- Providing and interpreting financial information;
- Producing accurate financial reports to specific deadlines
- Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices;.
- Make request to the CSC on recruitments, placements, resignation confirmations, promotions and transfers of staff under the directives of the director general.
- Carry out human resources planning to determine supply and demand for professionals under the Ministry;
- Coordinate implementation of Open Performance Review and Appraisal System assess the appraisal results; prepare implementation reports; and make follow-ups on the implementation of the recommendations on individual OPRAS forms;
- Process and update records of various leaves of absence;
- Facilitate orientation/induction programs for new entrants in the service;
- Prepare effective administrative monthly payroll of the ministry staff according to the JSS PFM policies
- Carry out training needs assessment for the Ministry and prepare training programs in liaison with the CSC;
- Carry out any other duties as assigned by the management.

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

- An undergraduate degree in Human resource
- Masters degree in business or human resource management is desirable
- Sound human resource management skills.- essential
- Sound leadership and organisational development skills. - essential
- Computer literacy and familiarity with accounting software packages.- essential
- The position requires at least 4 years' experience obtained by working in the area of human resource or business in a public sector department or institution at a senior level.

### **4. Competencies**

- Must have excellent interpersonal skills.
- Honest and fair in applying rules
- Ability to meet critical deadlines while maintaining accuracy
- Must be a computer literacy
- Must be able to assist senior management on human resource matters
- Must be knowledgeable in human resource and business practices and procedures.
- Abilities to motivate and mentor Ministry staff.
- Abilities to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Able to efficiently utilise human resources and management information systems to ensure maximum staff development.

## How to apply

Interested candidates should send their application to [jubalandesc@gmail.com](mailto:jubalandesc@gmail.com) and CC to this E-mail [jscappeals@gmail.com](mailto:jscappeals@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

- Please quote the position you are applying for in the subject of the e-mail.
- Both CV and application letter should be sent as one attachment.
- Female and people with disabilities are highly encouraged to apply.
- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.
- If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.
- For more information please visit the following websites:  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)



**Dowlad Goboleedka Jubbaland  
ee Soomaaliya**



**دولة إقليم جوبا لند الصومالية**

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

<b>JOB TITLE :</b>	<b>ADMIN ,FINANCE/HR OFFICER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>INFORMATION &amp; TECHNOLOGY</b>
<b>DEPARTMENT:</b>	<b>ADMIN FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>ADMIN ,FINANCE/HR DIRECTOR</b>
<b>GRADE:</b>	<b>6</b>
<b>SALARY :</b>	<b>\$ 502</b>
<b>HOURS:</b>	<b>40 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

### **1. Purpose of the position**

The incumbent will support the administrative functions of the Ministry such as human resources planning, control and the implementation of HR service through employee cohesive relation, evaluating human resources policies, programs, and practices under the supervision of the Admin, finance HR director. Prepare effective administrative monthly payroll of the ministry staff according to the JSS PFM policies. Maintain proper accounting policies and procedure in consultations with the Admin, finance HR director. Provide and interoperate financial information on monthly and annually basis. Assist with internal /external audit and support yearly ministry budgeting plan.

Support the preparations of Human Resources related issues and ministry financial report.

### **2. Duties And Responsibilities**

- Facilitate employee relations and welfare including health, safety, sports and culture;
- Provide registry, managerial and courier services; and manage office records.
- .Support the Preparation of effective administrative monthly payroll of the ministry staff according to the JSS PFM policies in consultations with the Admin, finance HR director
- Facilitate general custodian services to include maintenance of office equipment.
- Maintain a documented system of accounting policies and procedures
- Provide support to the admin finance HR director when preparing reports in an accurate. and timely manner
- Support annual audit process, liaise with both the internal and external auditors, and assess any changes necessary.

- Under the directives of admin finance HR director Support annual budgeting process in conjunction with the other departments of the ministry.
- Prepare accurate financial reports to specific deadlines
- Support implementation of work ethics related values and promote activities including prevention of corrupt practices.
- Support request made to the CSC on recruitments, placements, resignation confirmations, promotions and transfers of staff under the directives of the director general.
- Carry out human resources planning to determine supply and demand for professionals under the Ministry;
- Support implementation of Open Performance Review and Appraisal System assess the appraisal results; prepare implementation reports; and make follow-ups on the implementation of the recommendations on individual OPRAS forms;
- Process and update records of various leaves of absence;
- Facilitate orientation/induction programs for new entrants in the service;
- Carry out training needs assessment for the Ministry and prepare training programs in liaison with the CSC;
- Carry out any other duties as assigned by the management.

### **3. Qualifications and experience**

- Diploma in business administration, accounting or Human resource ( bachelor degree is desirable )
- Ability to meet critical deadlines while maintaining accuracy
- Sound human resource management skills.- essential
- Sound leadership and organisational development skills. - essential
- Computer literacy and familiarity with accounting software packages.- essential
- The position requires at least 3 years' experience obtained by working in the area of human resource.

### **4. Competencies**

- Must have excellent interpersonal skills.
- **Must be a computer literacy**
- Must be able to assist senior management on human resource matters
- Must be knowledgeable in human resource and business practices and procedures.
- Ability to motivate and mentor Ministry staff.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Able to efficiently utilise human resources and management information systems to ensure maximum productivity.

## How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- Please quote the position you are applying for in the subject of the e-mail.
- Both CV and application letter should be sent as one attachment.
- Female and people with disabilities are highly encouraged to apply.
- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.
- If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.
- For more information please visit the following websites:  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)



**Dowlad Goboleedka Jubbaland  
ee Soomaaliya**



**دولة إقليم جوبا لند الصومالية**

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

<b>Job Title:</b>	<b>Information and broadcasting Director</b>
<b>Ministry/Employing Authority</b>	<b>Information &amp; technology</b>
<b>Department:</b>	<b>Information and broadcasting</b>
<b>Reporting To</b>	<b>Director general</b>
<b>Grade Level:</b>	<b>7</b>
<b>Salary :</b>	<b>\$ 803</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 of this posts acts as the functions of the mouthpiece of the government having the mandate to disseminate government press releases, press statements, and organization of public education campaigns. He/She organizes public events that engage the people in dialogue with their government and offer independent media outlets with opportunities to cover government activities.

### **2. Duties & Responsibilities**

- Formulate Information and Broadcasting Policy, and where appropriate, execute that policy.
- Provide compliance with policies, state and federal laws regulations relating to data integrity, security, and confidentiality by their staff or others authorized to access data.
- Provide for the appropriate authorization of access to data for staff or other individuals in their areas of authority.
- Determine the purpose and function of the information.
- Determine the level of security based on the content of the information.
- Determine the level of criticality of the information.
- Determine accessibility rights to the information.
- Specify adequate records retention, in accordance with ministry's policies, and state and federal laws and regulations.
- Build capacities within ministries to disseminate essential information about government activities.
- Guarantee free and equitable access to public electronic media resources.
- Guarantee freedom of media and free access to government information.

- Formulate and implement policies and regulations governing the broadcast media sector.
- Act as the interim Broadcasting Licensing Authority.
- Establish, under forthcoming legislation, an Independent Broadcast Authority to regulate the radio and television broadcasting sector, and under which the responsibilities to manage the broadcast frequency spectrum (SW, MW, FM and TV) and license radio and television stations, shall be unified;
- Encourage the independent establishment of professional media and journalism associations.
- Promote public service broadcasting at the state level.
- Establish a News Agency and prepare for that agency to become an independent entity.
- Encourage the development of independent, non-governmental, community radio stations that broadcast in local languages – to benefit underserved audiences in the regions.
- Encourage public-private partnerships to develop a vibrant independent media sector Jubbaland.
- Directs and prioritizes the work load of subordinate personnel.
- Reviews all designs, code and unit test plans where applicable.
- Carry out any other duties as assigned by the ministry management

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

- Bachelor's Degree in an information technology discipline or journalism.
- 4 Years of experience information technology at management level.
- Ability to use Microsoft and other computer applications.
- Experience in the current technologies.

### **4. Competencies**

- Honesty, respect and truthfulness
- Abilities to plan and organize work
- Personal management
- Team work
- Punctuality
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing



## How to apply

Interested candidates should send their application to [jubalandesc@gmail.com](mailto:jubalandesc@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

- Please quote the position you are applying for in the subject of the e-mail.
- Both CV and application letter should be sent as one attachment.
- Female and people with disabilities are highly encouraged to apply.
- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.
- If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.
- For more information please visit the following websites:  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)



**Dowlad Goboleedka Jubbaland  
ee Soomaaliya**



**دولة إقليم جوبا لند الصومالية**

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

<b>Job Title:</b>	<b>Postal and telecommunication Director</b>
<b>Ministry/Employing Authority</b>	<b>Information &amp; technology</b>
<b>Department:</b>	<b>Postal and telecommunication</b>
<b>Reporting To</b>	<b>Director general</b>
<b>Grade Level:</b>	<b>7</b>
<b>Salary :</b>	<b>\$ 803</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 of this position shall establish and leads the development, implementation of a comprehensive network and telecommunications services strategy that provides energetic, creative, and imaginative leadership of Network and Telecommunication.

**2. Duties & Responsibilities:**

- Ensure prompt accounting of the business transactions within EMS Centre.
- Ensure efficient courier circulation to meet customer needs Standards.
- Ensure efficient delivery of services, effective supervision.
- Monitor all transactions at EMS Centre ensuring complete capture of data in the ERP & IPS system.
- Ensure safe custody of accountable documents as per PCS rules and regulations.
- Co-ordination of customer orientation among staff and handling of enquiries and complaints from customers.
- Review and propose new innovations and process design that will increase productivity while reducing cost.
- Coordinate daily, weekly, and monthly activities of the Centre and produce activity reports for decision making.
- Ensure that staff delivers courier services in effective and efficient manner.
- Train, coach and mentor staff to improve performance.
- Implement new policies that emerge from time to time.

- Study and formulate installation, technical, corrective and precautionary maintenance standards.
- Inspect quality of the equipments.
- Inspect the site to determine whether they fulfill all the government rules & regulations and standards
- Conduct & direct field tests to guarantee efficiency & durability of different equipments.
- Involved in planning, developing and constructing new telecommunications sites and buildings.
- Ensure that the users are content with the construction and there is internal consistency.
- Build and maintain a cordial relationship with state & local agencies, employees and the public.
- Prepare weekly and monthly report as per department schedule
- Carry out any other duties as assigned by the management.

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

- BS degree in Computer Science, Telecommunications or relevant field.
- 4 years work experience.

### **4. Competencies**

- Proven work experience as a telecommunications specialist
- Familiarity with MS Office and databases Hands on experience with all telecommunications systems equipment (e.g. computer networks, optical fiber, on site controllers, data modems, terminals, etc)
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing
- Honesty, respect and truthfulness
- Abilities to plan and organize work
- Personal management
- Team work
- Punctuality

## How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- Please quote the position you are applying for in the subject of the e-mail.
- Both CV and application letter should be sent as one attachment.
- Female and people with disabilities are highly encouraged to apply.
- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.
- If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.
- For more information please visit the following websites:  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)



**Dowlad Goboleedka Jubbaland  
ee Soomaaliya**



**دولة إقليم جوبا لند الصومالية**

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

<b>JOB TITLE:</b>	<b>Procurement and licensing Director</b>
<b>MINISTRY/EMPLOYING AUTHORITY</b>	<b>Information &amp; technology</b>
<b>DEPARTMENT:</b>	<b>Procurement and Licensing</b>
<b>REPORTING TO</b>	<b>Director general</b>
<b>GRADE LEVEL:</b>	<b>7</b>
<b>SALARY :</b>	<b>\$ 803</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 processes and provides professional procurement and business advice on requirements works to be procured within the Ministry. He/she will be assigned works related to efficient functioning of registration and licensing system, be it regulation, procedure, system, policies or plans.

### **2. Duties & Responsibilities**

- License all systems and services in the communications industry, including; telecommunications, postal, courier and broadcasting.
- Facilitating the development of e-commerce.
- Type approving and accepting communications equipment meant for use in the region.
- Protecting consumer rights within the communications environment.
- Managing competition within the sector to ensure a level playing ground for all players.
- Regulating retail and wholesale tariffs for communications services.
- Managing the universal access fund to facilitate access to communications services by all in Jubbaland.
- Monitoring the activities of licensees to enforce compliance with the license terms and conditions as well as the law.
- Develop, document, lead and support implementation of approved standardized processes for requirements development, procurement, contract administration of goods, equipment, materials, services, and works.

- Ensure accurate, up-to-date and comprehensive information is compiled and maintained, to assist decision-making by management.
- Promote standardization of goods and use of quality control to ensure consistency and compliance with prescribed guidelines, policies and procedures.
- Promote standardization of procurement processes and use of quality control to ensure consistency and compliance with prescribed guidelines, policies and procedures.
- Supervise and/or assist in the processes for obtaining quotations, tendering, evaluating, documentation of decisions, and recommendation for award, modification, and termination of quality goods, works, and services.
- Ensure all procurement actions are entered into database and other electronic programs as required.
- Provide supportable professional advice and decisions on issues, problems and concerns relating to procurement and contract administration to ensure effective and efficient support for the implementation, monitoring, and acceptance of procurement and contract goods, works, and services.
- Liaise with the Public Procurement Unit (PPU) of the MOF on matters relating to the processes and standards for the procurement of goods.
- Maintain current knowledge and competencies on requirement owner needs, industry environments, procurement, and contract requirements so as to maintain professional development.
- Ensure contract delivery is achieved to the required standard and according to the contract terms and conditions in order to achieve the objectives of the Ministry and requirement owner.
- Any of the duties as required by higher authorities in accordance with laws, regulations and objectives of the ministry/agency.

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

- Bachelor Degree in business Administration procurement option or related field-masters is desirable
- 4 years working experience in the public service at senior Administrative level experience from a reputable organization.
- Ability to use advanced level skills in spreadsheet, database development, data extraction, data analysis, and reporting.

#### 4. Competencies

- Honesty, respect and truthfulness
- Abilities to plan and organize work
- Personal management
- Team work
- Punctuality
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing
- Ability to use Microsoft and other computer applications.
- Experience in the current technologies.

#### How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- **Please quote the position you are applying for in the subject of the e-mail.**
- **Both CV and application letter should be sent as one attachment.**
- **Female and people with disabilities are highly encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be contacted.**
- **If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.**
- **For more information please visit the following websites:**  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)



**Dowlad Goboleedka Jubbaland  
ee Soomaaliya**



**دولة إقليم جوبا لاند الصومالية**

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

<b>JOB TITLE:</b>	<b>Procurement officer</b>
<b>MINISTRY/EMPLOYING AUTHORITY</b>	<b>Information &amp; Technology</b>
<b>DEPARTMENT:</b>	<b>Procurement department</b>
<b>REPORTING TO</b>	<b>Director of procurement and licensing</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 procurement officer will provide support to the procurement and licensing director in developing, maintaining and reviewing procurement guidelines, procedures and policies.

### **2. Duties & Responsibilities**

- Support the review of procurement guidelines, procedures and systems.
- Maintain a collaborative relation with other government agencies to develop cooperative procurements for commonly purchased goods and service.
- Prepared weekly status reports of orders and manage stocks based on production schedules and forecasts.
- Ensure effective communication with all stakeholders on all requests for Quotation receive and process request for Quotation on assigned accounts
- Collecting data from a range of sources to analyze issues, ensuring compliance with purchasing policies and procedures and monitoring purchasing processes.
- Processing information for updating and distribution, authorizing action within established accounting.
- Ensures compliance with all legal and regulatory requirements.
- Performs other duties as assigned

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

- Diploma in procurement supplies and management
- 2 years work experience.



#### 4. Competencies

- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing
- Honesty, respect and truthfulness
- Abilities to plan and organize work
- Personal management
- Team work
- Punctuality

#### How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- **Please quote the position you are applying for in the subject of the e-mail.**
- **Both CV and application letter should be sent as one attachment.**
- **Female and people with disabilities are highly encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be contacted.**
- **If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.**
- **For more information please visit the following websites:**  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)



**Dowlad Goboleedka Jubbaland  
ee Soomaaliya**



**دولة إقليم جوبا لند الصومالية**

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

<b>Job Title:</b>	<b>Culture, Media and Art officer</b>
<b>Ministry/Employing Authority</b>	<b>Information &amp; Technology</b>
<b>Department:</b>	<b>Information &amp; Broadcasting</b>
<b>Reporting To</b>	<b>Information &amp; Broadcasting Director</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**

Cultural affairs officers work to increase awareness and participation in the Cultural affairs, attractions and activities of the region, cultivates and manages relationship with media representatives.

**2. Duties & Responsibilities**

- To keep abreast of the current development issues and communications trends.
- Public speaking at presentations, conferences or radio and TV interviews.
- Booking press events that will be included in the Summit Event Calendar, which will be displayed on plasma screens throughout the venue, and on the web for public access.
- Obtaining access to the Accredited Media List.
- Supervises the program implementation of the Visual Arts and Museum division including all exhibitions, collection management, and education and public programs.
- Represents the Center by networking and coordinating with artists, cultural agencies, groups and academic institutions as well as local and foreign organizations.
- Assist in all aspects of planning and implementing the programs and services of the Office of Cultural Affairs.
- Transport equipment and supplies to special events.
- Work with support staff to coordinate contractual services to various individuals and groups.
- Support contracts with artists, installation and collections management.
- Liaise with other city or regional departments in order to ensure success in the coordination of art activities.

- Assist with presentations and other outreach activities.
- Help to maintain records and lists of artists, arts organizations, community groups, funders and others to promote participation in and sponsoring of Cultural Affairs programs.
- Support trainings for the new journalists if requested by managements.
- Prepare weekly and monthly reports within the specified timeline.
- Carry out any other duties as assigned by the management

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

- Diploma in journalism or advertising.
- Diploma in Sociology.
- 2 years work experience.

### **4. Competencies**

- Excellent writing skills.
- Confident communication and presentation skills.
- Creativity and initiative.
- Good organizational and time-management skills.
- Team working skills.
- Flexibility and the ability to multi-task.
- The ability to work under pressure and to tight deadlines.
- Resilience, to cope if your ideas are turned down or criticized.
- The ability to pay close attention to detail.
- The ability to work with all kinds of clients.
- An interest in the media.

## How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- Please quote the position you are applying for in the subject of the e-mail.
- Both CV and application letter should be sent as one attachment.
- Female and people with disabilities are highly encouraged to apply.
- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.
- If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.
- For more information please visit the following websites:  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)





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

<b>Job Title :</b>	<b>SECRETARY</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>INFORMATION &amp; TECHNOLOGY</b>
<b>DEPARTMENT:</b>	<b>ADMIN FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>ADMIN FINANCE/HR 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 ministry of information and technology by providing high level of administrative support to ensure efficient running of ministry through professionalism, initiative and independence.

**2. Responsibilities and Duties**

- Responsible for providing confidential executive support to the Ministry 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.
- 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 ministry 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 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.

#### How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@gmail.com) and CC to this E-mail [jscappeals@gmail.com](mailto:jscappeals@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

- **Please quote the position you are applying for in the subject of the e-mail.**
- **Both CV and application letter should be sent as one attachment.**
- **Female and people with disabilities are highly encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be contacted.**
- **If you are shortlisted for an interview, you will be required to come with your original academic and professional certificates during the interview day.**
- **For more information please visit the following websites:**  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)





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

<b>Job title :</b>	<b>Cook</b>
<b>Ministry /employing authority:</b>	<b>Information &amp; technology</b>
<b>Department :</b>	<b>Admin finance/ HR</b>
<b>Reporting to:</b>	<b>Admin finance/ 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**

The purpose of this position is to Prepare and serve meals according to cycles menu; monitors methods of food handling,  
To ensure meal service and equipment are clean.

**2. Duties and responsibilities**

- Coordinate food preparation and meal service.
- Plan and initiate cooking schedule for food preparation to meet meal schedule.
- Prepare, season, cook and serve for assigned meal; ensure appropriate portioned servings according to portion control standards.
- Prepare nutritional snacks for clients as directed by the Dietary Manager.
- Taste and smell prepared food to determine quality and palatability.
- Monitor temperature of hot and cold foods through food preparation and service to ensure that Established temperature goals are met prior to steam table transfer and maintained throughout Meal service.
- Determine amount and type of food and supplies as required for daily menus.
- Notify Dietary Manager of food, supplies or equipment needs, Report equipment breakdowns and unsafe conditions to Dietary Manager.
- Clean equipment and work areas as assigned by the Dietary Manager.
- Follow defined safety codes while performing all duties.
- Understand facility's fire and disaster plans; follow established procedures during drills and Actual emergencies.

### 3. Skills and experience required

- Preference is given to persons with experience in hospitality
- Minimum one (1) year food service experience is desired.
- Have general knowledge of quantity food preparation and portioned serving.
- Verbal and writing abilities necessary to communicate and work effectively with various levels of staff.
- Numerical ability necessary to make various computations in keeping work records, and in recipe preparation.

#### How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- **Please quote the position you are applying for in the subject of the e-mail.**
- **Both CV and application letter should be sent as one attachment.**
- **Female and people with disabilities are highly encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be contacted.**
- **For more information please visit the following websites:**  
[www.dhanaanmedia.com](http://www.dhanaanmedia.com)  
[www.kismayonews.com](http://www.kismayonews.com)







**JUBBALAND STATE OF SOMALIA  
CIVIL SERVICE COMMISSION  
VACANCY ANNOUNCEMENT (2 POSITIONS)**

<b>Job Title :</b>	<b>DRIVER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>INFORMATION &amp; TECHNOLOGY</b>
<b>DEPARTMENT:</b>	<b>ADMIN FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>ADMIN FINANCE/HR 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**

The holder of this position drives the vehicle to designated destination and proficiency for effective and efficiency driving service to the ministry staff and other Dignitaries as authorised by the management. Responsible for maintaining allocated vehicles in clean, presentable and roadworthy conditions.

**2. Responsibilities and Duties**

- Ensure vehicle comply with minimum operations of security standards such as road safety measures.
- Ensure vehicle maintenance such as oil and proper greasing, water, batteries, brakes and maintain minor repairs.
- Ensure proper cleaning is kept all the time.
- Drive visiting authorities as assigned.
- Drive ministry staff to offices and return them back their home.
- Perform other duties as requested by the staff.
- Ensure vehicle is parked in a save place.

**3. Qualifications and experiences**

Minimum education and qualifications that are required to perform the job competently:

- Basic Knowledge of road signs and traffic rules.

- Skills in reading and writing.
- Must have a valid driving license.
- Basic police training.
- 3 years experience in driving

#### 4. Competencies

- Safe driving record.
- Skills in minor vehicle repairs.
- Problem solving skills.
- Communication skills

#### How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- **Please quote the position you are applying for in the subject of the e-mail.**
- **Both CV and application letter should be sent as one attachment.**
- **Female and people with disabilities are highly encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be contacted.**
- **For more information please visit the following websites:**

[www.dhanaanmedia.com](http://www.dhanaanmedia.com)

[www.kismayonews.com](http://www.kismayonews.com)





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

<b>JOB TITLE :</b>	<b>CLEANER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>INFORMATION &amp; TECHNOLOGY</b>
<b>DEPARTMENT:</b>	<b>ADMIN, FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>ADMIN ,FINANCE/HR 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 corporate service in the ministry of information & technology; it has the responsibility of assisting the entire ministry by the necessary cleaning assistance needed.

### **1. 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 ministry.
- Carry out any other duties as assigned by the management

## 2. Qualifications and experiences

No education qualifications that are required to perform the job.

- 6 months minimum experience

## 3. Competencies

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

### How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@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

- **Please quote the position you are applying for in the subject of the e-mail.**
- **Both CV and application letter should be sent as one attachment.**
- **Female and people with disabilities are highly encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be contacted.**
- **For more information please visit the following websites:**

[www.dhanaanmedia.com](http://www.dhanaanmedia.com)

[www.kismayonews.com](http://www.kismayonews.com)

