



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

JOB TITLE :	ADMIN ,FINANCE/HR DIRECTOR
MINISTRY /EMPLOYING AUTHORITY	AGRICULTURE
DEPARTMENT:	ADMIN, FINANCE/HR
REPORTING TO:	DIRECTOR GENERAL
GRADE:	7
SALARY :	\$ 803
HOURS:	40 HOURS PER WEEK
LOCATION:	KISMAYO, JUBBALAND

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 & 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
- A 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 jubalandcsc2015@gmail.com and CC to this E-mail jscappeals@gmail.com by not later than **25th 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.
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www.kismayonews.com





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

JOB TITLE :	ADMIN ,FINANCE/HR OFFICER
MINISTRY /EMPLOYING AUTHORITY	AGRICULTURE
DEPARTMENT:	ADMIN FINANCE/HR
REPORTING TO:	ADMIN ,FINANCE/HR DIRECTOR
GRADE:	6
SALARY :	\$ 502
HOURS:	40 HOURS PER WEEK
LOCATION:	KISMAYO, JUBBALAND

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 & 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.

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

Job title:	Crops and farm development of Director
Ministry:	Agriculture
Department:	Crops and farms development
Reporting line:	Director general
Grade:	7
Salary:	\$ 803
Working hours:	40 working hours
Duty station:	Kismayo, Jubbaland

1. Purpose of the position

The incumbent will formulate and review of Policies, standards, Strategies and plans on crop farming, post harvest handling, primary processing, food and nutrition. Support the transfer of improved and appropriate crop farming technologies to service providers, processors, traders and consumers.

2. Duties and Responsibilities

- Formulate and review Policies, standards, Strategies and plans on crop farming, post harvest handling, primary processing, food and nutrition.
- Support the transfer of improved and appropriate crop farming technologies to service providers, processors, traders and consumers.
- Collaborate with the meteorological department at regional and National level for food and Agricultural surveillance institutions and organizations for early warning on climate change and food security under the directives of the director general of the ministry.
- Provide quality assurance on good Agricultural practices and advisory services on crop production, primary processing, food and nutrition to the farmers.
- Build capacity of service providers on crop production, primary processing, marketing, food and nutrition.
- Support the provision of improved seed/planting materials and sustainable use of natural resources.
- Establish food and Nutrition Surveillance System in the region.
- Develop and guide implementation of programs for integration of the youth in crop production, primary processing and marketing.

- Collaborate with research departments in the ministry and other organizations at National; regional and International level in crop development and production activities as per the ministry policy.
- Conduct life skills for farmers for the best productivity.
- Liaise with farmers or independent owners for rising of crops or for management of crop farming.
- Records information, such as production, farm management practices, and stock.
- Analyzes soil to determine type and quantity of fertilizer required for maximum production.
- Inspects equipment to ensure proper functioning.
- Develop the production of hybrid plant varieties with high yield or disease and insect resistant characteristics.
- Prepare weekly and monthly report as per the request of the ministry management.
- Carry out any other duties as assigned by the management.

3. Qualifications and experiences

- Bachelor's degree in agricultural or related sciences.
- 4 years work related experience
- Crop management skill is an essential

4. Competencies

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing

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**JUBBALAND STATE OF SOMALIA
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VACANCY ANNOUNCEMENT (1 POSITION)**

Job title:	Crops and farm development Officer
Ministry:	Agriculture
Department:	Crops and farms development
Reporting line:	Crops and farm development Director
Grade:	6
Salary:	\$ 502
Working hours:	40 working hours
Duty station:	Kismayo, Jubbaland

1. Purpose of the position

The incumbent will support formulation and review of Policies, standards Strategies and plans on crop farming, post harvest handling, primary processing, food and nutrition. Support the transfer of improved and appropriate crop production technologies to service providers, processors, traders and consumers.

4. Duties and Responsibilities

- Support the Formulation and review of Policies, standards, Strategies and plans on crop farming, post harvest handling, primary processing, food and nutrition.
- Support the transfer of improved and appropriate crop production technologies to service providers, processors, traders and consumers.
- Collaborate with the meteorological department, National, regional and inter- National food and Agricultural surveillance institutions and organizations for early warning on climate change and food security under the directives of the director general of the ministry.
- Support quality assurance on good Agricultural practices and advisory services on crop production, primary processing, food and nutrition.
- Support capacity of service providers on crop production, primary processing, marketing, food and nutrition.
- Support the provision of improved seed/planting materials and sustainable use of natural resources.
- Encourage food and Nutrition Surveillance System in the region.
- Develop and guide implementation of programs for integration of the youth in crop production, primary processing and marketing.
- Collaborate with research departments of the ministry and other organizations at regional and national level in crop development and production activities.
- Facilitate life skills for farmers for best productivity.

- Liaise with farmers or independent owners for rising of crops or for management of crop production.
- Records information, such as production, farm management practices, and stock.
- Analyzes soil to determine type and quantity of fertilizer required for maximum production.
- Support Inspection of equipment to ensure proper functioning.
- Support Development production of hybrid plant varieties with high yield or disease and insect resistant characteristics.
- Prepare weekly and monthly report as per the request of the ministry management.
- Carry out any other duties as assigned by the management.

5. Educational requirement and experience

- Bachelor's degree in agricultural or related sciences.
- 2years work related experience
- Crop management skill is an essential

5. Competencies

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing

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**Dowlad Goboleedka Jubbaland
ee Soomaaliya**



دولة إقليم جوبالاند الصومالية

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

Job Title:	Food Security and quality control Director
Ministry/Agency:	Agriculture
Department:	Food security and quality Control
Reporting to:	Director General
Grade Level:	7
Salary:	\$803
Hours:	40 hours per week
Location:	Kismayo, Somalia

1. Purpose of the position

The incumbent will formulate and review of Policies, standard Strategies and plans on food security, post harvest handling, primary processing, food and nutrition within the jurisdiction of the ministry.

2. Duties and Responsibilities

- provide technical support to Joint Assessment Missions (JAMs), nutrition surveys, food security assessments as well as implementation of the joint assessments (JAM) and nutrition survey recommendations
- Support the provision of improved seed/planting materials and sustainable use of natural resources.
- Establish a food and Nutrition Surveillance System in the Country
- Develop and guide implementation of programs for integration of the youth in crop production, primary processing and marketing.
- Collaborate with research and other organizations at National, regional and International level in crop development and production activities for better food security strategies
- Standardize quality norms for agricultural and related products by establishing the criteria for such norms and distributing the information to all interested parties i.e. these criteria may include the quality, packaging, marking and labeling as well as the chemical composition and microbiological contaminants of the product.
- Monitor and evaluate nutrition and food security programmes to international standards and indicators including data analysis, interpretation and monitoring of programme impact.

- Coordinate and provide technical support to Joint Assessment Missions (JAMs), nutrition surveys, food security assessments as well as implementation of the joint assessments (JAM) and nutrition survey recommendations.
- Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards.
- Develop and maintain Yield report;
- Plan, conduct, and evaluate dietary, nutritional, and epidemiological research.
- Plan and conduct training programs in dietetics, nutrition, and institutional management and administration for medical students, health-care personnel and the general public where applicable.
- Make recommendations regarding public policy, such as nutrition labeling, food fortification, and nutrition standards for school programs.
- Write research reports on food security and other publications to document and communicate research findings to relevant authorities.
- Plan and prepare proposals to request program funding.
- Test new food products and equipment.
- Conduct life skills trainings for the stakeholders on food and security in the region.
- Prepare weekly and monthly report as per the directives of the ministry management.
- Carry out any other duties as assigned by the management.

3. **Qualifications and experiences**

- Bachelor's degree in agricultural or related sciences.
- 4 years work related experience
- Crop management skill is an essential

4. **Competencies**

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing
- Must be able to plan and organize work

- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
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**JUBBALAND STATE OF SOMALIA
CIVIL SERVICE COMMISSION
VACANCY ANNOUNCEMENT (1 POSITION)**

Job Title:	food security and quality control officer
Ministry/Agency:	AGRICULTURE
Department:	Food security and quality control
Grade Level:	6
Reporting to:	Food security and quality director
Salary:	\$502
Hours:	40 hours per week
Location:	Kismayo, Somalia

1. Purpose of the position

The incumbent will support the formulation and review of Policies, standard Strategies and plans on food security, post harvest handling, primary processing, food and nutrition within the jurisdiction of the ministry.

2. Duties and Responsibilities

- provide technical support to Joint Assessment Missions (JAMs), nutrition surveys, food security assessments as well as implementation of the joint assessments (JAM) and nutrition survey recommendations
- Support the provision of improved seed/planting materials and sustainable use of natural resources.
- Support food and Nutrition Surveillance System in the region.
- Support the implementation of programs for integration of the youth in crop production, primary processing and marketing.
- Collaborate with researchers and other organizations at regional level in food security development and production activities for better food security strategies
- Support quality norms for agricultural related products by establishing the criteria for such norms and distributing the information to all interested parties i.e. these criteria may include the quality, packaging, marking and labeling as well as the chemical composition and microbiological contaminants of the product.
- Support the evaluation nutrition and food security programmes to acceptable standards and indicators including data analysis, interpretation and monitoring of programme impact.

- Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards.
- Develop and maintain Yield report;
- Plan, conduct, and evaluate dietary, nutritional, and epidemiological research.
- Plan and conduct training programs in dietetics, nutrition, and institutional management and administration for medical students, health-care personnel and the general public where applicable.
- Make recommendations regarding public policy, such as nutrition labeling, food fortification, and nutrition standards for school programs.
- Write research reports and other publications to document and communicate research findings.
- Plan and prepare proposals to request program funding.
- Test new food products and equipment.
- Conduct life skills trainings for the stakeholders on food and security in the region.
- Prepare weekly and monthly report as per the directives of the ministry management.
- Carry out any other duties as assigned by the management.

6. Qualifications and experiences

- Diploma in agriculture or related sciences. Bachelor's degree is desirable.
- 3 years work related experience
- Crop management skill is an essential

7. Competencies

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing

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

Job Title:	Policy planning and research Director
Ministry/Agency:	AGRICULTURE
Department:	Policy planning and research
Grade Level:	7
Reporting to:	Director General
Salary:	\$803
Hours:	40 hours per week
Location:	Kismayo, Somalia

1. Purpose of the position

The incumbent will be responsible for developing short-term, medium and long-term plan of agriculture, formulate and review of Policies, standard Strategies and plans on farm production post harvest handling, primary processing, food and nutrition within the jurisdiction of the ministry to realise its mission and vision target.

2. Responsibilities & Duties

- Planning and coordination policies based on ministry strategy and vision goals.
- Develop mobilization techniques for all agricultural programs for the region.
- Mainstream with ministry departments for policy development within the ministry jurisdictions
- Monitor and Evaluate Programmes, Projects and Plans Implementation;
- Develop plans for research development into the sectors over which the Ministry has jurisdiction, in collaboration with other departments, agencies and institutions.
- Routine collection and processing of Data and Statistics relating to the Ministry for policy development.
- Liaise with relevant bodies outside the Ministry as per the directives of ministry management for policy development.
- Prepare weekly and monthly reports as directed by the management.
- Carry out any other duties as assigned by the management.

3. Qualifications and experiences

- Degree in urban planning, public administration, economics or related field
- 4 years of progressively responsible for planning experience

4. Competency

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- Abilities to motivate and mentor ministry staff.
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Job Title:	Policy planning and research officer
Ministry/Agency:	AGRICULTURE
Department:	Policy planning and research
Grade Level:	6
Reporting to:	Policy planning and research Director
Salary:	\$502
Hours:	40 hours per week
Location:	Kismayo, Somalia

1. Purpose of the position

The incumbent will support the developing short-term, medium and long-term plan of agriculture, formulate and review of Policies, standard Strategies and plans on farm production post harvest handling, primary processing, food and nutrition within the jurisdiction of the ministry to realise its mission and vision target.

2. Responsibilities & Duties

- Support, Plan and coordination of policies based on ministry strategy and vision goals.
- Support the Development of mobilization techniques for all agricultural programs for the region.
- Mainstream with ministry departments for policy development within the ministry jurisdictions
- Assist Monitoring and Evaluate Programmes, Projects and Plans Implementation;
- Assist Developmental plans for research development into the sectors over which the Ministry has jurisdiction, in collaboration with other departments, agencies and institutions.
- Routine collection and processing of Data and Statistics relating to the Ministry for policy development.
- Liaise with relevant bodies outside the Ministry as per the directives of ministry management for policy development.
- Prepare weekly and monthly reports as directed by the management.
- Carry out any other duties as assigned by the management.

3. Qualifications and experiences

- Diploma in urban planning public relation, business administration or related field

- 3 years of progressively responsible for planning experience

4. Competency

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
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دولة إقليم جوبالاند الصومالية

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

Job title:	Plant & pest control Director
Ministry :	Agriculture
Department :	Plant &Pest control
Reporting to:	Director general
Grade:	7
Salary:	\$ 803
Working hours:	40 hours per week
Duty station:	Kismayo, Jubbaland

1. Purpose of the position

The incumbent of this position will provide the development of agricultural policies, selecting, and applying chemical or manual solutions to get rid of pests. Identifies pest problem and appropriate solution, applies chemical or trap and remove dead rodents. He/she runs the daily operations of farmers' plants production and pest control to better agricultural development.

2. Duties & Responsibilities

- Support the development of proposals for plant and pest control
- Carry out agricultural surveys for proper strategic development
- Conduct research development together with other ministry departments based on modern agriculture to farmers.
- Develop agricultural policies for plant pest and control
- Conduct life skills on modern agriculture for farmers association
- Ensure dead rodents are removed after extermination.
- Ensure staff put on protective clothes when spraying plant pest chemicals is applied.
- Inspect the farms to ascertain possible sites of pest invasion.
- Access infested locations and recommend possible solutions.
- Pore pesticides over location.
- Ensure chemical containers are cleaned and kept in safe place after use.
- Prepare monthly and weekly report on plant and pest control.
- Carry out any other duties as assigned by the management.

3. Qualifications and Experiences

- Bachelors degree in chemical engineering
- 4 years work related experience
- Crop management skill is an essential

4. Competencies

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- 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 jubalandcsc2015@gmail.com and CC to this E-mail jscappeals@gmail.com by not later than **25th 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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- **Only shortlisted candidates will be contacted.**
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- **For more information please visit the following websites:**

www.dhanaanmedia.com

www.kismayonews.com

**Dowlad Goboleedka Jubbaland
ee Soomaaliya**



دولة إقليم جوبا لند الصومالية

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

Job title:	Plant & pest control officer
Ministry :	Agriculture
Department :	Plant &Pest control
Reporting to:	Plant & pest control Director
Grade:	6
Salary:	\$ 502
Working hours:	40 hours per week
Duty station:	Kismayo, Jubbaland

1. Purpose of the position

The incumbent of this position will provide support in development of agricultural policies, selecting, and applying chemical or manual solutions to get rid of pests. Identifies pest problem and appropriate solution, applies chemical or trap and remove dead rodents. He/she supports the daily operations of farmers' plants production and pest control to better agricultural development

2. Duties & Responsibilities

- Make sure chemical solutions have been sprayed, powders, and gases on the crops to eliminate pests.
- Support agricultural surveys for proper strategic development
- Support the development research based on modern agriculture to farmers
- Support Development of agricultural policies
- Conduct life skills on modern agriculture for farmers associations
- Ensure dead rodents are removed after extermination.
- Ensure staff put on protective clothes when product is applied.
- Identify damage to property/crops at early stage and make possible recommendations.
- Inspect the farms to ascertain possible sites of pest invasion.
- Access infested locations.
- Pore pesticides over location that are affected.
- Ensure chemical containers are cleaned and kept in safe place after use.
- Prepare monthly and weekly report on plant and pest control.
- Carry out any other duties as assigned by the management.

3. Qualifications and Experiences

- Diploma in chemical engineering
- 3 years work related experience
- Crop management skill is an essential

4. Competencies

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing

How to apply

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دولة إقليم جوبا لند الصومالية

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

JOB TITLE :	SECRETARY
MINISTRY /EMPLOYING AUTHORITY	AGRICULTURE
DEPARTMENT:	ADMIN FINANCE/HR
REPORTING TO:	ADMIN FINANCE/HR OFFICER
GRADE:	5
SALARY :	\$ 386
HOURS:	40 HOURS PER WEEK
LOCATION:	KISMAYO, JUBBALAND

1. Purpose of the Position

The secretary will work in the ministry of agriculture 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, 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.

How to apply

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

Job Title:	Crops production & marketing officer
Ministry/Agency:	AGRICULTURE
Department:	Crops and farms development
Grade Level:	6
Reporting to:	Crops and farms development director
Salary:	\$502
Hours:	40 hours per week
Location:	Kismayo, Somalia

1. Purpose of the position

The main aim of this position is to support, promote crop farming, processing and marketing to enable Jubbaland achieve and maintain quantitative and qualitative self sufficiency in farm products and by-products for domestic consumption, food security and export all achieved under congenial environment. Ensure sale and marketing service is efficiently and effectively delivered in line with business plan expectation and that the service continuously improves to meet best practice and customer expectations

2. Responsibilities & Duties

- Support the formulation of Policies, plans and legislation in regard to crop production and marketing.
- Support assessments through Market-systems analysis and Livelihoods
- Use technologies for more efficient and sustainable soil and water management (including irrigation), and watershed management approaches
- Supervise and monitor implementation of crop production and marketing Policies.
- Promote environmentally friendly and economically viable crop production systems in various eco zones throughout the region.
- Establish and maintain an effective crop production and marketing management information system.
- Provide technical backup and capacity building for crop farming and marketing in the region.
- Articulate Regional breeding policy consistent with the needs of crop genetic resources, conservation and sustainable utilization;
- Support the provision of sustainable services including market research for continuous Regional agricultural growth and improved crop farming consistent with the prevailing Economic Policies.
- Support the establishment and maintenance of the appropriate infrastructure generally required for crop farming and marketing.
- Support use of improved stocking materials and sustainable natural resources manage

- Ensure delivery of an excellent quality sales service against Key Performance Indicators, which are continually improved and meet the customers' needs of residents and stakeholders.
- Conduct rapid market analysis to better understand complex market systems
- Prepare weekly and monthly report as per the directives of the ministry management.
- Carry out any other duties as assigned by the management.

3. Qualifications & experience

- Diploma in agriculture or related sciences. Bachelor's degree is desirable.
- 3years work related experience
- Crop management skill is an essential

4. Competencies

- Must have excellent interpersonal skills and computer literate
- Must possess good communication skills
- Must be assertive and be able to easily identify, analyze and solve complex problems
- Must be able to plan and organize work
- Abilities to use technologies for more efficient and sustainable soil and water management including irrigation and watershed management approaches
- Abilities to use agro forestry techniques to increase diversity productivity while managing the natural resource base
- Abilities Use to integrated pest management techniques for fruits, vegetables and field crops.
- Knowledge of reducing post-harvest losses and reducing nutrient loss through improved handling and storage.
- Abilities to motivate and mentor ministry staff.
- Abilities to communicate well both orally and in writing

How to apply

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www.kismayonews.com



**Dowlad Goboleedka Jubbaland
ee Soomaaliya**



دولة إقليم جوبا لند الصومالية

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

Job Title :	Head Guard
Department :	Admin, Finance & HR
Reporting to :	Admin, finance HR officer
Grade level :	Grade 2
Salary:	\$165
Hours:	40 hours per week
Duty Station :	Kismayo, Jubbaland

- Purpose of the position**
 - Responsible for patrolling office buildings to detect suspicious activity, assist staff, and ensure the safety of occupants.
- Duties & Responsibilities**
 - Protect property and lives by patrolling the area.
 - Monitor entrance of property through surveillance.
 - Identify visitors and ask for appropriate documents.
 - Guard against theft and maintain security.
 - Respond to alarms and calls of distress.
 - Stop suspicious people and ask for identification.
 - Investigate thefts and file police reports.
 - Call for aid if necessary.
 - Remove weapons and stow away for later retrieval.
 - Inspect windows and doors to ensure locks are in place and working.
 - Check purses, pockets, and bags for suspicious items.
 - Apprehend criminals and evict violators.
- Qualifications and Experience**
 - No educational qualification required. Security training is mandatory.
 - 1 year work experience in same field.
- Knowledge skills and competency**
 - A mature and responsible attitude to work.
 - Honesty.
 - A polite and helpful manner.

- A reasonable level of physical fitness.
- The ability to write short reports and follow written instructions.
- The confidence to challenge people when necessary.
- The ability to use your initiative and make quick decisions, for example to deal with unexpected situations or in an emergency.

How to apply

Interested candidates should send their application to jubalandcsc2015@gmail.com and CC to this E-mail jescappeals@gmail.com by not later than **25th 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.

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

Job Title :	Guard
Department :	Admin, Finance & HR
Reporting to :	Head of Guards
Grade level :	Grade 1
Salary:	\$150
Hours:	40 hours per week
Duty Station :	Kismayo, Jubbaland

1. Purpose of the position

- Assist the head guards patrolling office buildings to detect suspicious activity, assist staff, and ensure the safety of occupants.

2. Duties & Responsibilities

- Support Protection of property and lives by patrolling the area.
- Monitor entrance of property through surveillance.
- Identify visitors and ask for appropriate documents.
- Guard against theft and maintain security.
- Respond to alarms and calls of distress.
- Stop suspicious people and ask for identification.
- Investigate thefts and file police reports.
- Call for aid if necessary.
- Remove weapons and stow away for later retrieval.
- Inspect windows and doors to ensure locks are in place and working.
- Check purses, pockets, and bags for suspicious items.
- Apprehend criminals and evict violators.
- Carry out any other duties as assigned by the management.

3. Qualifications and Experience

- No educational qualification required. Security training is mandatory.
- 1 year work experience in same field.

4. competency

- A mature and responsible attitude to work.
- Honesty.
- A polite and helpful manner.
- A reasonable level of physical fitness.

- The ability to write short reports and follow written instructions.
- The confidence to challenge people when necessary.
- The ability to use your initiative and make quick decisions, for example to deal with unexpected situations or in an emergency.

How to apply

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

JOB TITLE :	DRIVER
MINISTRY /EMPLOYING AUTHORITY	AGRICULTURE
DEPARTMENT:	ADMIN FINANCE/HR
REPORTING TO:	ADMIN FINANCE/HR OFFICER
GRADE:	1
SALARY :	\$ 150
HOURS:	40 HOURS PER WEEK
LOCATION:	KISMAYO, JUBBALAND

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.
- Three years experience in driving

4. Competencies

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

How to apply

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

JOB TITLE :	CLEANER
MINISTRY /EMPLOYING AUTHORITY	AGRICULTURE
DEPARTMENT:	ADMIN, FINANCE/HR
REPORTING TO:	ADMIN ,FINANCE/HR OFFICER
GRADE:	1
SALARY :	\$ 150
HOURS:	40 HOURS PER WEEK
LOCATION:	KISMAYO, JUBBALAND

1. Purpose of the Position

This position is a support position within the corporate service in the ministry of agriculture; 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

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

How to apply

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