



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

<b>JOB TITLE :</b>	<b>HEAD OF INTERNAL AUDIT</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>INTERNAL AUDIT UNIT</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>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

- Head of Internal Audit is a senior managerial position, with a specific mandate for the quality and performance of internal audit.
  - As the audit leader she/he will oversee the management of audit functions.
  - The Head of Internal Audit will work closely with the Ministry of Finance senior management and the senior management of the other Ministries in regard of delivering an effective internal audit service that adds value.
- The overall objective of the position is to provide an independent and objective assurance to the Director General on governance, risk and control within the Ministry of Finance, and to provide similar assurance to the DGs of the other Ministries within Jubaland state.

**2. Duties & Responsibilities**

- Provide Director General with an independent and objective opinion on the overall adequacy and effectiveness of the arrangements for governance, risk management and control;
- Develop and maintain an internal audit strategy designed to provide an evidence-based opinion.
- Attend meetings with auditors to develop an understanding of internal processes under the directive of the DG.
- Researching and assessing how well processes and controls are working and recording the results.
- providing ad hoc advice and guidance to managers and staff at all levels;
- Performing assessments on Ministry activities and using this information to guide what to cover in audits.
- Reviewing and appraising the soundness, adequacy and application of accounting, financial and other controls in place to achieve goals.
- Establish and effectively deliver an Annual Internal Audit plan from the strategy
- Provide an Annual Report on the results of internal audit work to each DG.

- Ascertaining the effectiveness with which the MoF assets are accounted for and safeguarded.
- Comply with the Internal Audit Charter, Internal Audit Standards and follow the guidance in Public Sector Internal Audit Procedures.
- Establish a training and development plan to address respective developmental and capability needs of the internal audit function
- Share information, co-ordinate activities and work collaboratively with the Auditor General.
- Develop and maintain an internal audit strategy, designed to provide an evidence-based opinion;
- Closely collaborate with other departments within the ministry.
- Supervise the work of the staff of the audit Unit for staff development
- Identifying and recommending training for staff in the unit;
- Keep records of audit units.
- Carry out any other tasks assigned by the ministry management.

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

- Bachelor business administration pure finance or accounting options
- Qualified professional membership of an internal audit or accountancy body; CA, ACCA, CIPFA, CPA is an added advantage.
- 4 year related work experience
- Strong computer skills

### **4. Competencies**

- Strong internal audit experience with personal impact,
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

## How to apply

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

And CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com) by not later than **26<sup>th</sup> August 2017**. 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

- Applicants are strongly encouraged to apply the MOST suitable position they fit best.
- 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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>ECONOMIC ANALYST DIRECTOR</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>ECONOMIC ANAALYST</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>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the Position**

- The incumbent will provide timely information and analytical support, including analysis of macroeconomic and fiscal data, to the DG of the Ministry staff as necessary to ensure that the Ministry is able to respond to changes in the economic environment and achieve required outcomes, and to act in an advisory role to the DG and Departmental Directors with regards to macroeconomic and fiscal policy.

**2. Duties and Responsibilities**

- Provide tables and analyze historical fiscal performance and generate fiscal forecasts;
- Produce timely fiscal information on a monthly, quarterly, and semi-annual basis;
- Participate in cash management meetings;
- Engage in debt/arrears sustainability analysis;
- Coordinate between the Ministry of Finance and other Ministries, Departments and Agencies of Jubaland State of Somalia, development/donor partners on macro-fiscal issues;
- Analyze the performance of public expenditures through sector reviews, and analysis of public programs, where relevant.
- In consultation with the Customs and Taxation Department, monitor and forecast revenue collection;
- Provide periodic reviews of the tax policy framework;
- Provide a fiscal impact analysis of any proposed changes to the tax policy framework;
- Provide analytical support to the Revenue Department and participate in discussions related to revenue issues.
- Develop the Medium-term Expenditure Framework (MTEF) and participate in related budget preparation activities;
- Ensure the consistency of the MTEF with government development plans;
- Review the economic performance of Jubaland State of Somalia, focusing on key trends in GDP, inflation, and unemployment;
- Analyze the fiscal effects of changes in the macroeconomic environment and the effects of fiscal policy – including development assistance – on the macro economy and long-term growth;
- Provide the macroeconomic assumptions for the budget;

- Represent the Ministry in meetings/working groups that deal with macroeconomic issues;
- Provide an analytical report on the implications of all proposed policy changes in the State – such as development plans or Ministry Business Plans – on the fiscal outlook.
- Oversee the development and management of a database of macroeconomic and fiscal data relevant to the work of the Ministry of Finance, ensuring that data and analysis is readily available to Department Directors.
- Keep records of the departments.
- Carry out any other tasks assigned by the management.

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

- Bachelor Degree in Economics, Finance, and/or related fields.
- Experience in providing technical analysis, support and assistance to staff and management on economic issues.
- Experience in contributing effectively to the establishment, review and continuous improvement of organizational policies and processes.
- Sound knowledge of economics, especially macroeconomics and fiscal policy, with a clear understanding of literature on economics in developing contexts.
- 4 years of work related experience/

### **4. Competencies**

- Proven ability to undertake a variety of data collection and analysis tasks and project-based activities that have impact on organizational objectives.
- Ability to identify technical issues, particularly fiscal impact of changes of tax policies, thinks laterally and applies analytical skills to develop appropriate recommendations to the DG.
- Proven ability to work autonomously, use sound judgement and set priorities to achieve organizational objectives.
- Ability to communicate effectively, both verbally and in writing with a diverse group of actors on various macroeconomic and fiscal policy related matters.
- Excellent interpersonal and relationship building skills and an ability to lead and manage a team.
- Flexibility and ability work on multiple tasks/projects concurrently.
- Excellent written and verbal communication in Somali and English language.

#### **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 **26<sup>th</sup> August 2017**. 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**

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>REVENUE DIRECTOR</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>REVENUE AUTHORITY</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>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

- This position is a managerial position as the head of the Customs and Taxation Department responsible for developing the necessary laws relating to revenue raising measures and for developing annual estimates of revenue for Customs and other taxation. The department would also advise on revenue sharing with the Federal Government of Somalia (FGS) and establish general revenue relationships between the levels of government.
- Duties include providing revenue estimates to the Budget Department for inclusion in the annual budget estimates, on-going monitoring of revenue collections against budget estimates and providing the Treasurer with revenue projections, providing written policies and guidelines in relation to the collection of customs and taxation revenues, providing advice in regard to the necessary Lawson revenue raising and collection and working with Internal audit to ensure strict controls are in place in regard to revenue collection.

**2. Duties & Responsibilities**

- Oversee performance and service delivery standards in the Customs & Taxation Department. This includes:
- Work with the senior management of the Ministry of Finance to monitor and evaluate financial policies and strategies that impact on the raising and collection of revenue.
- Providing Treasury and Budget Departments with revenue projections
- Under the directives of the DG be responsible for the control over the collection of the government customs and taxation revenue through putting in place effective internal controls and financial systems, this includes:
- Leading the Customs and Taxation team in monitoring revenue collections against budget estimates

- Ensuring that the legislation, procedures and policies in relation to revenue raising and collection are in place and adhered to by all Revenue collection agencies
- Receive regular reports from revenue raising agencies in relation to revenue collections
- With the Internal Audit Unit, ensure regular reviews of internal controls of the revenue collection agencies are carried out and findings reported back to the DG.
- Where weaknesses have been identified in the revenue collection process, follow-up with the revenue collection agency to ensure that based on internal audit units recommendations action has been taken to rectify the weakness
- Developing revenue measures and estimates for inclusion in the annual budget presentation.
- Provide impartial, accurate and timely advice to the DG on financial policy matters.
- Provide advice and establish policies in relation to revenue sharing with the Federal Government of Somalia (FGS) and general revenue relationships between the levels of government
- Contribute to the preparation of financial reports in relation to revenue collections against estimates, providing advice in relation to any variances between estimates and actual collections
- Supervise Customs and Taxation Department staff by:
  - Assigning work schedules ;
  - Monitoring progress;
  - Mentoring staff and promoting their professional development;
  - Identifying and recommending training for staff; and
  - Initiating disciplinary action
  - Perform any other related duties as may be required.

### **3. Qualifications Experience**

- Professional accountancy qualification (CA, ACCA, CIPFA, CPA or equivalent)
- Bachelor degree in business administration (BSc/BCom/BBA). - essential
- Master's degree in financial management, economics or accounting - desirable
- Sound public financial management skills.- essential
- Intermediate knowledge of accounting standards - essential
  - Sound leadership and organisational development skills. - essential
  - Computer literacy and familiarity with accounting software packages.- essential
  - 4 years of work related experience.

### **4. Competencies**

- Must be able to make prudent financial and budgetary decisions as well as be proficient in managing financial data.
- Must be knowledgeable in accounting practices and procedures inclusive of cash management techniques.
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.



- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
  - Honest and fair in applying rules
  - Ability to be firm and assertive when required by circumstances.
  - Ability to communicate well both orally and in writing.
  - Ability to plan and organize work, including special assignments in order to meet deadlines.
  - Must be able to be proactive and work unsupervised
  - Must have excellent interpersonal skills.
  - Must be able to work well in a team environment

### **How to apply**

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@gmail.com) And CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com) by not later than **26<sup>th</sup> August 2017**. 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**

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>HUMAN RESOURCE OFFICER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCE</b>
<b>REPORTING TO:</b>	<b>HUMAN RESOURCE DIRECTOR</b>
<b>GRADE:</b>	<b>6</b>
<b>SALARY :</b>	<b>\$ 502</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

The incumbent of this position will be provide support to the HR director and other departments in the functions of human resource planning, control and the implementation of HR service through employee cohesive relation, evaluating human resources policies, programs, and practices. Support Preparation of effective administrative monthly payroll of the ministry staff according to the JSS PFM policies. Maintain proper record keeping of the Ministry.

**2. Duties & Responsibilities**

- Facilitate employee relations and welfare including health, safety, sports and culture;
- Provide registry, managerial and courier services; and manage office records.
- Provide support general custodian services to include maintenance of office equipment.
- support documented system of accounting policies and procedures
- 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 as directed by the HR director.
- Coordinate implementation of ethics and value promotion activities including prevention of corrupt practices.
- Assist ministry official request to other Ministries and CSC on recruitments, placements, resignation confirmations, promotions and transfers of staff under the directives of the HR director.
- Support human resources planning to determine supply and demand for professionals under the Ministry;

- Assist 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 as directives of the HR director.
- Process and update records of various leaves of absence;
- Facilitate orientation/induction programs for new entrants in the service;
- Support Preparations of effective administrative monthly payroll of the ministry staff according to the JSS PFM policies
- Assist training needs assessment for the Ministry and prepare training programs in liaison with the ministry HR director and CSC;
- Carry out any other duties as assigned by the management.

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

- Diploma in Human resource – degree is desirable
- Diploma in business or human resource management is desirable
- Sound human resource management skills.- essential
- Sound leadership and organizational development skills. - essential
- Computer literacy and familiarity with accounting software packages.- essential
- 3 years' work related 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 utilize human resources and management information systems to ensure maximum staff development.

#### **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 26<sup>th</sup> August 2017.** 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

- Applicants are strongly encouraged to apply the MOST suitable position they fit best.
- 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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>INTERNAL AUDIT OFFICER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>INTERNAL AUDIT UNIT</b>
<b>REPORTING TO:</b>	<b>HEAD OF INTERNAL AUDIT</b>
<b>GRADE:</b>	<b>6</b>
<b>SALARY :</b>	<b>\$ 502</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

- The Internal Audit officer will work closely with head of internal audit with a specific mandate for the quality and performance of internal audit. The overall objective of the position is to provide an independent and objective assurance to the internal audit unit on governance, risk and control within the Ministry of Finance, and to provide similar assurance within the ministry departments.

**2. Duties & Responsibilities**

- Provide support to the head of internal unit with an independent and objective opinion on the overall adequacy and effectiveness of the arrangements for governance, risk management and control;
- Support and maintain an internal audit strategy designed to provide an evidence-based opinion.
- Attend meetings with auditors to develop an understanding of internal processes as directed by the head unit.
- Researching and assessing how well processes and controls are working and recording the results.
- providing ad hoc advice and guidance to managers and staff at all levels;
- Support assessments on Ministry activities and using this information to guide what to cover in audits.
- Support Reviewing and appraising the soundness, adequacy and application of accounting, financial and other controls in place to achieve goals.
- Support effective Annual Internal Audit plan from the strategy.
- Ascertaining the effectiveness with which the MoF assets are accounted for and safeguarded.
- Comply with the Internal Audit Charter, Internal Audit Standards and follow the guidance in Public Sector Internal Audit Procedures as directives of the head unit.

- Support training and development plan to address respective developmental and capability needs of the internal audit function
- Share information, co-ordinate activities and work collaboratively with the Auditor General.
- Closely collaborate with other departments within the ministry.
- Keep records of audit units.
- Carry out any other tasks assigned by the ministry management.

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

- Diploma in business administration -Bachelor business administration pure finance or accounting options is desirable
- Qualified professional membership of an internal audit or accountancy body; CA, ACCA, CIPFA, CPA is an added advantage.
- 3 year related work experience
- Strong computer skills

### **4. Competencies**

- Strong internal audit experience with personal impact,
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

#### **How to apply**

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@gmail.com) **And CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com)** by not later than **26<sup>th</sup> August 2017**. 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

- Applicants are strongly encouraged to apply the MOST suitable position they fit best.
- 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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>ECONOMIC OFFICER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>ECONOMIC ANAALYST</b>
<b>REPORTING TO:</b>	<b>ECONOMIC ANALYST DIRECTOR</b>
<b>GRADE:</b>	<b>6</b>
<b>SALARY :</b>	<b>\$ 502</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

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

- This incumbent will provide information and analytical support, including analysis of macroeconomic and fiscal data, to the head of economic analysis and other departments of Ministry staff as necessary to ensure that the Ministry is able to respond to changes in the economic environment and achieve required outcomes,

### **2 Duties and Responsibilities**

- Provide support tables and analyze historical fiscal performance and generate fiscal forecasts;
- Assist timely fiscal information on a monthly, quarterly, and semi-annual basis;
- Assist head of the unit in Participation of cash management meetings;
- Assist Engagement of debt/arrears sustainability analysis;
- Support Coordination meetings between the Ministry of Finance and other Ministries, Departments and Agencies of Jubaland State of Somalia, development/donor partners on macro-fiscal issues;
- Analyze the performance of public expenditures through sector reviews, and analysis of public programs, where relevant as directed by the head of unit.
- In consultation with the Customs and Taxation Department, monitor and forecast revenue collection;
- Provide support to periodic reviews of the tax policy framework;
- Provide support a fiscal impact analysis of any proposed changes to the tax policy framework;
- Provide analytical support to the Revenue Department and participate in discussions related to revenue issues.
- Develop the Medium-term Expenditure Framework (MTEF) and participate in related budget preparation activities as requested by the head unit
- Ensure the consistency of the MTEF with government development plans;
- Support Review of the economic performance of Jubaland State of Somalia, focusing on key trends in GDP, inflation, and unemployment;
- Analyze the fiscal effects of changes in the macroeconomic environment and the effects of fiscal policy – including development assistance – on the macro economy and long-term growth;
- Provide support to the macroeconomic assumptions for the budget;



- Represent the Ministry in meetings/working groups that deal with macroeconomic issues as directed by the ministry management.
- Provide support to analytical report on the implications of all proposed policy changes in the State – such as development plans or Ministry Business Plans – on the fiscal outlook.
- Oversee the development and management of a database of macroeconomic and fiscal data relevant to the work of the Ministry of Finance, ensuring that data and analysis is readily available to Department Directors.
- Keep records of the unit.
- Carry out any other tasks assigned by the management.

### **3 Qualifications and Experience**

- Diploma in business administration, Bachelor Degree in Economics, Finance, or related field is desirable.
- Experience in providing technical analysis, support and assistance to staff and management on economic issues.
- Experience in contributing effectively to the establishment, review and continuous improvement of organizational policies and processes.
- Sound knowledge of economics, especially macroeconomics and fiscal policy, with a clear understanding of literature on economics in developing contexts.
- 3 years of work related experience.

### **4 Competencies**

- Proven ability to undertake a variety of data collection and analysis tasks and project-based activities that have impact on organizational objectives.
- Ability to identify technical issues, particularly fiscal impact of changes of tax policies, thinks laterally and applies analytical skills to develop appropriate recommendations to the DG.
- Proven ability to work autonomously, use sound judgement and set priorities to achieve organizational objectives.
- Ability to communicate effectively, both verbally and in writing with a diverse group of actors on various macroeconomic and fiscal policy related matters.
- Excellent interpersonal and relationship building skills and an ability to lead and manage a team.
- Flexibility and ability work on multiple tasks/projects concurrently.
- Excellent written and verbal communication in Somali and English language.

#### **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 **26<sup>th</sup> August 2017**. 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**

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>TAXATION OFFICER, TAXPAYER REGISTRATION</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>REVENUE AUTHORITY</b>
<b>REPORTING TO:</b>	<b>REVENUE DIRECTOR</b>
<b>GRADE:</b>	<b>6</b>
<b>SALARY :</b>	<b>\$ 502</b>
<b>HOURS:</b>	<b>36HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

- This position is an operational position within the Revenue Authority of the Ministry of Finance. It has the responsibility for administering and maintaining the records of taxpayers, and accessing and managing data from third parties which support revenue collection.
- Duties include carrying out periodic surveys and registration campaigns, accessing and updating the RMS data base, issuing taxpayer identification numbers, classifying businesses for purposes of taxation, preparing reports on registration, and providing data management services to support revenue reporting.

**2. Duties & Responsibilities**

- Taxation Officer, Taxpayer Registration will work as part of the revenue administration team to
- Conduct periodic registration campaigns
- Conduct periodic surveys
- Correctly classify businesses according to guidelines, and respond to queries and appeals regarding classification.
- Manage and maintain the database of the Bisan Revenue Management System
- Produce regular reports for distribution to senior management
- Produce reports in response to requests from the team,
- Access, store and manage data from third parties to support the revenue administration team.
- Ensure that the legislation, procedures and policies are in place and adhered to.

**3. Qualifications and Experience**

- Diploma in Business Administration/Accounting, Economics and/or Financial Management- Degree desirable , not essential
- Basic sound public financial management skills.- essential
- Training and experience in taxation and tax collecting. essential
- Training and experience in the management of electronic databases. Essential
- 3 years of experience in public finance
- Computer literacy and familiarity with word processing, internet, and excel.- essential

#### 4. Competencies

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

#### How to apply

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@gmail.com) And CC to this E-mail [jcscapeals@gmail.com](mailto:jcscapeals@gmail.com) by not later than **26<sup>th</sup> August 2017**. 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

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

[www.jubbalandi.com](http://www.jubbalandi.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>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCE</b>
<b>REPORTING TO:</b>	<b>HUMAN RESOURCE OFFICER</b>
<b>GRADE:</b>	<b>5</b>
<b>SALARY :</b>	<b>\$ 386</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

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

- The secretary will work in the ministry by proving high level of secretarial support to ensure efficient running of ministry through professionalism, initiative and independence.

### **2. Duties and responsibilities**

- 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 to the ministry.
- 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.
- 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.
- Carry out any other duties assigned by the managements.

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

- Diploma or certificate in business administration related course
- Previous work experience in secretary is an added advantage
- Excellent computer skill
- 2 years of work related experience

#### 4. Competencies

- Good secretariat and office management skills
- Strong interpersonal skills and ability to build and maintain relationships with diverse groups of people
- Organizational and time management skills
- Ability to interpret Somali language into English
- Computer and IT literate
- Self-motivated
- Honest and fair in applying rules
- Must be able to work well in a team environment.

##### **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 26<sup>th</sup> August 2017.** Each application should include an updated CV, an application letter and contact information for three work related referees. Applications not including all the above information will not be reviewed.

##### **NOTE**

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalmof.so](http://www.jubbalmof.so)

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





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

<b>JOB TITLE :</b>	<b>ICT SUPPORT ASSISTANT</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>MINISTRY OF FINANCE</b>
<b>DEPARTMENT:</b>	<b>ICT</b>
<b>REPORTING TO:</b>	<b>ICT DIRECTOR</b>
<b>GRADE:</b>	<b>5</b>
<b>SALARY :</b>	<b>\$ 386</b>
<b>HOURS:</b>	<b>36HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the Position**

- Under the guidance and direct supervision of the ICT Director, the ICT Support Assistant provides ICT and administrative support services to the ICT Department in Jubaland MoF, provides daily technical support to users of information management tools and technology infrastructure. The ICT Support Assistant promotes a client-oriented approach.
- The ICT Support Assistant works in close collaboration with the all departments in the MoF, and overall supervision of the ICT Director in resolving complex ICT-related issues.

**2. Duties & responsibilities**

- Implementation of ICT management systems and strategies;
- Effective functioning of the Ministry hardware and software packages;
- Support to networks administration;
- Provision of administrative support.
- Database Management
- Supports implementation of ICT management systems and strategies, focusing on achievement
- Compliance with corporate information management and technology standards, guidelines and procedures for the Ministry technology environment;
- Provision of inputs to the Ministry administrative business processes mapping and implementation of the internal standard operating procedures (SOPs);
- Provision of inputs to preparation of results-oriented work plans.
- Provide system administration support by focusing on the achievement

- Performance of specific technical functions, including changing of hardware electronic components (disks, memories, network wiring, power sources, etc.) and routine repairs;
- Assistance in the installation of commercial and in-house developed software and related upgrades;
- Assist operating system and anti-virus program updates, patches, and configuration change on timely bases
- Monitoring of file server traffic, usage and performance on a frequent and regular basis;
- Support to users in backing up and restoring their files, as well as in virus detection, removal and prevention.
- Maintenance of an up-to-date inventory of software and hardware;
- Maintenance of a library of ICT related reference materials;
- Maintenance of the inventory and stock of supplies and spare parts in cooperation with the Procurement Unit;
- Maintenance of the filing system ensuring safekeeping of confidential materials;
- Search and retrieval of data from internal and external sources; preparation of statistical charts, tables and reports as required;
- Provision of ICT support to key events
- Supports networks administration, focusing on achievement.
- Assistance in trouble-shooting and monitoring of network problems;
- Response to user needs and questions regarding network access;
- Assistance in backup and restoration procedures for local drives. Maintenance of backup logs. Assistance to organization of off-site storage of backups.
- Provide Database Administration Support, focusing on achievements.
- Installing and upgrading the database server and application tools
- installation, configuration, upgrading, administration, monitoring, maintenance, and security of databases in the Ministry of Finance
- User control and management to ensure secure accessibility of the database
- Support development and implementation of new databases.
- Planning for backup and recovery of database information
- Backing up and restoring databases

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

- Diploma in computer science/Information systems or related field with relevant certifications in hardware and software management and application
- Microsoft Certified Professional (MCP) is an added value
- 3 years of relevant working experience, including network administration, support to management of hardware and software platforms, telecommunications facilities, knowledge of Windows-based packages/applications.

### **4. Competencies**

- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.



- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

### **How to apply**

Interested candidates should send their application to [jubalandcsc@gmail.com](mailto:jubalandcsc@gmail.com) And CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com) by not later than **26<sup>th</sup> August 2017**. 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**

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>DIRECTOR OF RECRUITMENT &amp; COORDINATION</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>CIVIL SERVICE COMMISSION -CSC</b>
<b>DEPARTMENT:</b>	<b>RECRUITMENT COORDINATION</b>
<b>REPORTING TO:</b>	<b>CIVIL SERVICE COMMISSIONER</b>
<b>GRADE:</b>	<b>7</b>
<b>SALARY :</b>	<b>\$ 803</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

- This position is a senior operational position within the Secretariat of Jubaland independent Civil Service Commission. The Civil Service Commission has been established to oversee the proper functioning of the Civil Service of the Jubbaland State of Somalia. Director of Recruitment Coordination will assist the Civil Service Commissioner and Deputy Commissioners in carrying out their responsibilities in relation to the recruitment of Civil Servants and coordinating the promotion or transfer of Civil Servants of the Jubbaland State of Somalia according to provisions of the Civil Service Law and relevant regulations and instructions issued by the Civil Service Commissioners.

**2. Duties &Responsibilities**

- The Director of Recruitment Coordination is responsible for coordinating the recruitment, promotion and transfer of Civil Servants. The tasks to be undertaken by the Director of Recruitment Coordination include:
  - Establish a record of civil service positions approved by the Commissioners, including position numbers, location, grade, and job descriptions.
  - In collaboration with policy, records and merit protection department update civil servants files.
  - Liaise with Employing Authorities (JSS Ministries and Agencies) on their requirements to fill vacant positions, including:
    - Verifying that each position notified by the Employing Authority for recruitment is a position in the record of approved civil service positions of the Employing Authority,
    - Consulting with the Ministry of Finance to verify that financial provision has been made in the budget for the position, and
    - Confirming that the position is vacant or the current occupant has notified his or her intention to leave the position.

- Prepare job descriptions for the vacant positions for approval by the Commissioners
- Prepare and place advertisements for the vacant positions to attract a wide range of suitable applicants
- Recommend the appointment of members of the Recruitment Committees for approval of the Commissioners.
- Receive and record applications for the vacant positions
- Coordinate and monitor meetings of the Recruitment Committee and keep records of decisions
- Arrange interviews of shortlisted candidates including deciding the time and place of interview, inviting candidates for interview and keeping a record of the interviews.
- Present the recommendations of the Recruitment Committee to the Commissioners for approval
- Implement the appointment or promotion decisions of the Commissioners, including:
  - Issuing letters of appointment and contracts to new appointees, and administer the oath to new employees
  - Issuing letters of promotion to existing employees who are promoted to a vacant position
  - conducting induction training for new employees
- Receive requests from Employing Authorities or Employees for a transfer to a another position including:
  - Verifying that the position is a position in the record of approved civil service positions of the Employing Authority.
  - Verifying that the Employee to be transferred meets the requirements set out in the job description for the position
  - Making recommendations to the Commissioners
  - Notifying the Employee and the Employing Authority of the decision of the Commissioners in relation to the proposed transfer.
- Notify the Director of Policy, Records and Merit Protection of all appointments, promotions and transfers to ensure that Personal files of Civil Servants are kept up to date.
- Prepare quarterly and annual reports on Civil Service recruitment, promotion and transfer.
- Supervise the work of the staff of the Recruitment Coordination Unit,
- Carry out other tasks required in relation to the recruitment, promotion and transfer of Civil Servants.

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

- Understanding of the provisions of the Civil Service Commission Law.
- Sound management skills.
- Training and experience in human resource management.
- Computer literacy and familiarity with word processing, internet, and excel.

- Bachelor of Business Administration, public administration Human Resource Management option or other relevant discipline is desirable but not essential.
- 4 years' experience in a senior administrative role in human resource management

#### 4. Competencies

- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

#### 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 **26<sup>th</sup> August 2017**. 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

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE :</b>	<b>TRANSLATION OFFICER</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>CIVIL SERVICE COMMISSION - CSC</b>
<b>DEPARTMENT :</b>	<b>RECRUITMENT AND COORDINATION</b>
<b>REPORTING TO :</b>	<b>DIRECTOR OF RECRUITMENT AND COORDINATION</b>
<b>GRADE LEVEL :</b>	<b>6</b>
<b>SALARY:</b>	<b>\$ 502</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>DUTY STATION :</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

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

**2. Duties & Responsibilities**

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

**3. Qualifications and Experience**

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

**4. Competencies**

- Knowledge of the local community and able to communicate in local languages.
- Ability to collate and analyze complex information.
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.

- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

#### **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 **26<sup>th</sup> August 2017**. 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**

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)

[www.jubbalandmof.so](http://www.jubbalandmof.so)

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





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

<b>JOB TITLE:</b>	<b>IT OFFICER</b>
<b>MINISTRY/AGENCY:</b>	<b>SECURITY</b>
<b>DEPARTMENT:</b>	<b>ADMIN, FINANCE/HR</b>
<b>GRADE LEVEL:</b>	<b>6</b>
<b>REPORTING TO:</b>	<b>ADMIN, FINANCE &amp; HR DIRECTOR</b>
<b>SALARY:</b>	<b>\$502</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, SOMALIA</b>

**1. Purpose of the Position**

- Under the guidance and direct supervision of the Director General, the IT officer provides IT support services to the ministry. The IT officer will work in close collaboration with the all departments in the Ministry in resolving complex IT-related issues and keep all ministry data as requested by the director general.

**2. Duties & responsibilities**

- Support the Implementation of IT management systems and strategies to the ministry;
- Keep all ministry data as requested by the director general.
- Plan for backup and recovery of database information for the entire ministry data base.
- Provide Effective IT functioning of the Ministry hardware and software packages;
- Support to networks administration;
- Provision of administrative support.
- Develop Database Management system
- Provide specific technical functions, including changing of hardware electronic components (disks, memories, network wiring, power sources, etc.) and routine repairs;
- Assistance in the installation of software and related upgrades;
- Assist operating system and anti-virus program updates, patches, and configuration change on timely bases
- Support ministry staff in backing up and restoring their files, as well as in virus detection, removal and prevention.
- Maintenance of an up-to-date inventory of software and hardware;
- Develop IT filing system to ensure safekeeping of confidential materials;

- Assistance in trouble-shooting and monitoring of network problems;
- Respond to user needs and questions regarding network access;
- Installing and upgrading the database server and application tools
- Installation, configuration, upgrading, administration, monitoring, maintenance, and security of databases in the Ministry.
- User control and management to ensure secure accessibility of the database
- Support development and implementation of new databases.

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

- Diploma in computer science/Information systems or related field with relevant certifications in hardware and software management and application- degree is desirable
- Microsoft Certified Professional (MCP) is an added value
- 3 years of proven experience in IT field of networking administration

### 4. **Competencies**

- Demonstrating/safeguarding IT ethics and integrity
- Ability to meet critical deadlines while maintaining accuracy
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Organizational and time management skills
- 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 [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com)** by not later than **26<sup>th</sup> August 2017**. 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**

- **Applicants are strongly encouraged to apply the MOST suitable position they fit best.**
- **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.kismayonews.com](http://www.kismayonews.com)  
[www.jubbalandmof.so](http://www.jubbalandmof.so)  
[www.jubbalandi.com](http://www.jubbalandi.com)

