



**JUBBALAND STATE OF SOMALIA  
CIVIL SERVICE COMMISSION  
VACANCY ANNOUNCEMENT (POSITIONS 6)**

<b>JOB TITLE :</b>	<b>ADMIN ,FINANCE/HR DIRECTORS</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>JUBBALAND MINISTRIES</b>
<b>DEPARTMENT:</b>	<b>ADMIN, FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>DIRECTOR GENERAL</b>
<b>GRADE:</b>	<b>7</b>
<b>SALARY :</b>	<b>\$ 803</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

This position is a managerial position responsible for managing the administrative functions of the Ministry such as human resource planning, control and the implementation of HR service through employee cohesive relation, evaluating human resources policies, programs, and practices. Prepare effective administrative monthly payroll of the ministry staff according to the JSS PFM policies. Maintain proper accounting policies and procedure. Provide and interoperate financial information on monthly and annually basis. Assist with internal /external audit and support yearly ministry budgeting plan.

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

**2. Duties & 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

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

### 4. Competencies

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

#### How to apply

Interested candidates should send their application to [jubalandcsc2015@gmail.com](mailto:jubalandcsc2015@gmail.com) And CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com) by not later than **26th 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 ONLY one position.**
- **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 (POSITIONS 5)**

<b>JOB TITLE :</b>	<b>ADMIN ,FINANCE/HR OFFICERS</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>JUBBALAND MINISTRIES</b>
<b>DEPARTMENT:</b>	<b>ADMIN FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>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 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 director general. 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 director general .Provide 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 director general
- Facilitate general custodian services to include maintenance of office equipment.
- Maintain a documented system of accounting policies and procedures
- Support annual audit process, liaise with both the internal and external auditors, and assess any changes necessary.
- Under the directives of director general 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
- 3 years' related work experience

### **4. Competencies**

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

#### **How to apply**

Interested candidates should send their application to [jubalandcsc2015@gmail.com](mailto:jubalandcsc2015@gmail.com) And CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com) by not later than **26th 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 ONLY one position.**
- **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 (POSITIONS 16)**

<b>JOB TITLE :</b>	<b>CLEANERS</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>JUBBALAND MINISTRIES</b>
<b>DEPARTMENT:</b>	<b>ADMIN, FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>ADMIN, FINANCE/HR OFFICER</b>
<b>GRADE:</b>	<b>1</b>
<b>SALARY :</b>	<b>\$ 150</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

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

This position is a support position within the ministry it has the responsibility of assisting the entire ministry by the necessary cleaning assistance needed.

### **2 Responsibilities and Duties**

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

### **1. Qualifications and experiences**

No education qualifications that are required to perform the job.

- 6 months minimum experience

## 2. Competencies

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

### How to apply

Interested candidates should send their application to [jubalandcsc2015@gmail.com](mailto:jubalandcsc2015@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 **ONLY** one position.
- Please quote the position you are applying for in the subject of the e-mail.
- Both CV and application letter should be sent as one attachment.
- Female and people with disabilities are highly encouraged to apply.
- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.
- For more information please visit the following websites:

[www.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 (POSITIONS 9)**

<b>Job Title :</b>	<b>DRIVERS</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>JUBALAND MINISTRIES</b>
<b>DEPARTMENT:</b>	<b>ADMIN FINANCE/HR</b>
<b>REPORTING TO:</b>	<b>ADMIN FINANCE/HR OFFICER</b>
<b>GRADE:</b>	<b>1</b>
<b>SALARY :</b>	<b>\$ 150</b>
<b>HOURS:</b>	<b>36 HOURS PER WEEK</b>
<b>LOCATION:</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the Position**

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

**2. Responsibilities and Duties**

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

**3. Qualifications and experiences**

- Minimum education and qualifications that are required to perform the job competently:
- Basic Knowledge of road signs and traffic rules.
- Skills in reading and writing.
- Must have a valid driving license.
- Basic police training.
- 3 years experience in driving

**4. Competencies**

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

- Communication skills

### **How to apply**

Interested candidates should send their application to [jubalandcsc2015@gmail.com](mailto:jubalandcsc2015@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**

- **Candidates 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.**
- **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 (POSITIONS 4)**

<b>Job Title :</b>	<b>GUARDS</b>
<b>MINISTRY /EMPLOYING AUTHORITY</b>	<b>JUBBALAND MINISTRIES</b>
<b>Department :</b>	<b>ADMIN,FINANCE &amp; HR</b>
<b>Reporting to :</b>	<b>ADMIN, FINANCE &amp; HR DIRECTOR</b>
<b>Grade level :</b>	<b>1</b>
<b>Salary:</b>	<b>\$150</b>
<b>Hours:</b>	<b>36 HOURS PER WEEK</b>
<b>Duty Station :</b>	<b>KISMAYO, JUBBALAND</b>

**1. Purpose of the position**

Assist in 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**

Interested candidates should send their application to [jubalandcsc2015@gmail.com](mailto:jubalandcsc2015@gmail.com) And CC to this E-mail [jcscappeals@gmail.com](mailto:jcscappeals@gmail.com) by not later than **26th 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 ONLY one position.**
- **Please quote the position you are applying for in the subject of the e-mail.**
- **Both CV and application letter should be sent as one attachment.**
- **Female and people with disabilities are highly encouraged to apply.**
- **Canvassing will lead to automatic disqualification.**
- **Only shortlisted candidates will be contacted.**
- **For more information please visit the following websites:**

[www.kismayonews.com](http://www.kismayonews.com)  
[www.jubbalandmof.so](http://www.jubbalandmof.so)  
[www.jubbalandi.com](http://www.jubbalandi.com)

