



Jamhuuriyadda Federaalka Soomaaliya
Guddiga Dib u Eegista iyo Hirgelinta Dastuurka (GDHD)
Muqdisho (Soomaaliya)

R.F

Date: 08.10.2015

VACANCY ANNOUNCEMENT

BACKGROUND

Independent Constitutional Review and Implementation Commission (ICRIC) constitute a Commission which is based on Art 134 of the Provisional Constitution. It is of temporary nature and its appointment, duties and responsibilities are regulated in the Law on the Establishment of the Review and Implementation Commission of the Constitution (2014).

The Commission invites applicants who are citizens of Somalia for the following consultancy:

POST

Consultancy Title: **Officer Manager**
Supervisor: **Steering Committee**
Job Grade: **Equivalent to Director General**
Duty Station: **Mogadishu, Somalia**
Opening date: **10th October 2015**
Closing date: **16th October 2015**

PURPOSE OF THE ASSIGNMENT

The Office Manager under direct supervision of the “Steering Committee” of the ICRIC will be responsible for overseeing and directing all the activities at the Secretariat. He or She will be responsible for managing various operations including administrative procedures, accounting, finance and logistics.

DUTIES AND RESPONSIBILITIES

The Office Manager will support the “Steering Committee” of the ICRIC in all logistical, administrative and financial aspects of the Constitutional Review Process:

- Managing the office/secretariat on daily basis



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- Assisting the ICRIC in liaison with the stakeholders in order to enable Commissioners to concentrate on their core tasks
- Preparation of administrative documents including progress reports
- Keeping financial records and making financial transactions
- Participate in the organization and preparation of meetings, workshops, conferences, forums and take minutes/notes
- Organize meetings including venues, facilities, document preparation, catering and security clearances
- Organize travel by Commissioners, consultants and participants for consultations, civic education, training and workshops
- Assist in monitoring the Commission's budget and preparation of financial statements
- Assist in editing and finalizing reports and correspondence
- Carry out any other duties according to skills and experience as required.

QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

- Minimum BA/BSc in Management or Business Administration
- Broad experience (minimum 5 years) in project management activities (financial, administrative, technical) preferably in Somalia, fluent in Somali and English (spoken and written).
- Administrative or management experience in Donor supported projects or other public sector organizations in Somalia, would be an asset.

SKILLS AND KNOWLEDGE

- Extensive knowledge of the constitutional history, provisional constitution as well as the overall mandate of the ICRIC;
- Team work skills or proven skills in working as part of a team,



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- Proven leadership ability and management skills,
- Good interpersonal skills;
- Ability to influence and negotiate at a high level on behalf of an organization
- Ability to build networks and make effective contacts and connections
- Excellent presentational skills – both verbal and written
- Excellent translation skills – both verbal and written (Somali and English)
- Excellent communication and people skills
- Full knowledge of computer systems, including internet navigation and various Microsoft Office applications such as Ms Word, Ms Excel, and PowerPoint

LANGUAGE REQUIREMENTS

Fluent in written and spoken Somali and English

GENDER MAINSTREAMING

The ICRIC is an equal opportunity employer and qualified women are strongly encouraged to apply.

LOCATION AND WORKING CONDITIONS

The consultant will work primarily in Mogadishu with possible travels across Somalia.

TIMING AND DURATION

The consultancy is scheduled to take place over 4 to 5 months during the period October 2015 to March 2016.

OTHER INFORMATION

Consultant will need their own laptop.

HOW TO APPLY



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Interested candidates should submit their CV along with their application letter and passport size photograph via e-mail to careerswithicric@gmail.com. Only short-listed candidates will be contacted for an interview.

