

Technical Advisor for HR (Admin and Finance)
Ministry of Education, Culture and Higher Education
Jubaland State of Somalia
Terms of Reference

I. General Information

Post/Title:	Technical advisor HR (Admin and Finance)
Beneficiary Institution:	Ministry of Education, Culture and Higher Education
Duty Station:	Kismayo, Somalia
Stream/Band:	Stipend commensurate with degree and experience
Duration of Assignment	3 months (with a possibility of extension)
Deadline for application	11.12.2016

II. Background Information

About MIDA FINNSOM South Central Somalia Project

IOM Migration for Development in Africa (MIDA) programmes focus on strengthening the institutional capacities of African States through a structured framework of mobilization of resources involving countries of destination, countries of origin and diasporas. In Somalia, through its MIDA programme, IOM has been helping the Somali Government since 2008 to strengthen the capacity of Somali institutions so that they can be more effective in responding to the needs of Somali people. MIDA FINNSOM South Central Somalia project is funded by the Government of Finland that has funded also the MIDA FINNSOM Health projects in Somaliland and Puntland. Similarly to the MIDA FINNSOM Health projects, this project aims to facilitate the transfer of skills, competencies and knowledge of qualified Somali expatriates to public institutions in South Central Somalia, with focus on two sectors, namely health and education. The beneficiary institution will host the qualified Somali expatriate, and will be responsible to provide a safe and secure work environment. The IOM Mogadishu MIDA staff will monitor the expatriate while on assignment.

About Jubaland

Jubaland State of Somalia is a region in the South of Somalia. It is part of the newly forming regional state governments in Somalia that make up the Federal Republic of Somalia. Its State Capital is the Port City of Kismayo. Its eastern border lies 4060 km east of the Jubba River, stretching from Gedo to the Indian Ocean, while its western side flanks the former North Eastern Province in Kenya. The territory consists of the Gedo, Lower Juba and Middle Juba provinces. Kismayo situated 528 kilometres (328 miles) southwest of Mogadishu is the political and commercial city. Bardera, Afmadow, Bu'aale, Luuq and Beled Haawo are the region's other principal cities

Education sector context and coordination

The Ministries of Education have made a particular effort to demonstrate their commitment to the education sector, and require technical assistance to coordinate, prioritize, plan, and manage education activities.

In pursuit of achieving the MDGs and EFA Goals, key milestones have been achieved by various development partners and countries in increasing access to and improving the

quality of teaching and learning in basic education for millions of children, youth and adults right from policy to operational levels, albeit with challenges. In Somalia, this has resulted in significant increase in the number of children and youth enrolling and completing primary and secondary education, most of which is attributed to introduction of Free Primary Education and other similar initiatives targeting the most vulnerable communities. Given such high attention, there has been massive investment in both infrastructure and systems to strengthen primary and secondary education while little attention being given to the quality of teacher education across college and university education. In Somalia, numerous primary and secondary schools have been constructed and/or rehabilitated, teachers trained (both in service and pre-service) besides enhancing the learning environment with relevant teaching and learning resources and school management skills.

III. Activities / Key results expected

To provide technical input for planning, implementing, and monitoring activities as well as coordinating educational programs for harmonizing regional works. The position is expected to directly contribute in realizing the overall educational outcome of Jubbaland education Programme Components:

- Identify key areas of need within the HR department and develop appropriate interventions aligned with the HR policies of the Ministry.
- Train HR staff and establish personnel files for all employees and advise on staff classifications and career ladder. Use the classification system for the professional advancement for all staff.
- Review the existing linkages and communication strategies at the central to the regional levels and recommend how they can be strengthened.
- Analyze the Ministry's HR strategy and policies, assess the impact of changes and make recommendations on their implementation;
- Provide guidance for senior management on HR procedures;
- Advise on staff member competencies. Identify and guide staff on career development and assess training needs;
- Develop effective tools for performance evaluations, performance management and career development tools and file those in each employees file;
- Facilitate monthly employee meetings to promote work productivity, and collaboration within teams;
- Update Human Resource for HR information systems data to create and develop work policies and procedures for HR;
- Set up a system to address the principles of financial data management and processing at the Ministry of Education.
- Train key staff of the Ministry on finance software and how to enter and retrieve all financial data
- Set up a capacity injection mechanism to be transferred to staff in the finance department following the government procedures for PFM.
- Transfer up to date accounting and finance systems to junior Technical Officers,

- Encourage the finance staff on the importance of links and coordination with the Ministry of Finance and strengthen and advocate for increased education budget.
- Develop or revise the Ministry Financial Policy to be approved by the MOE&HL and shared with relevant stakeholder in a validation meeting

IV. Target outputs (Measurable results)

- Establish HR standards and operational procedures for staff at the MOECHE workforce size/skills determination and related policies, job descriptions and person specifications as stated in the Human Resource Management manual with the MOECHE officials.
- Advising the Ministry on the HR Policy and its operational issues
- Operationalization the professional standards for HR staff in HR department
- Providing on-the-job training and mentorship for staff and HR supervisors and other Ministry officials to gain and expand their capacity to undertake their roles.
- Establishing best practices networks for HR units/staff as a forum for information exchange and sharing knowledge / lessons learnt
- Develop capacity training needs assessment for HR department staff for the Ministry and carry out or facilitate required trainings in collaboration with other education partners.
- Develop resource mobilization plans for each Ministry and for the overall sector.

V. IOM-MIDA requirements

1. **Transfer of skills:** one of the main responsibilities of the qualified Somali expatriate, and one which he/she will be measured against, will be to insure continuous and systematic transfer of knowledge and skills are related to the assignment it will have to be agreed with the beneficiary institutions, which civil servants will have to benefit from this knowledge.
2. **Work plan:** A work plan will have to be developed with the supervisor at the line Ministry during the first two weeks of assignment, which will provide clear and time bound activities to successfully implement the outputs of assignment.
3. **Mid-term review:** There will be mid-term review of the assignment between the incumbent and the beneficiary institutions to discuss progress of assignment and feedback on performance.
4. **Interim and final reports:** A progress report will be submitted by the incumbent to the supervisor in the Ministry and to the IOM-MIDA team on a quarterly basis. A mid-term and final report will be submitted after 6 months and 12 months (end of assignment).

Qualifications

Level of education: At least a Master's Degree or a post-graduate diploma

Area of study: Public Policy Administration, Management, Human Resource Management, Business Administration

Years of work experience in that area: 5-10 years

Language needed: English and Somali

General skills / other requirements: Advanced analytical abilities and communication skills, statistical analysis and impact assessment, IT skills, knowledge of education development strategies, including formal and non-formal education.

VI. Salary

The monthly stipend amount will be determined by criteria set by IOM MIDA FINNSOM project based on degree and years of relevant experience.

VII. How to apply

All applications must be sent to iomhelsinkimida@iom.int, with the following reference as subject in your e-mail "APPLICATION", and above reference number and title.

To be considered, applicants must provide a cover letter, CV, and the contact information (email and phone number) of two professional references by the closing date of this vacancy. Please save your documents in PDF format. Only shortlisted candidates will be contacted.

While this project is geared toward the Somali-Finnish diaspora, we also welcome members of other Somali diaspora communities to apply.

VIII. Security and insurance modalities

Health insurance including evacuation due to medical emergence will be provided by the project. However, experts will be requested to provide a recent medical certificate stating that they are physically well and apt to work in a hardship area in Africa.

Please note that according to the contract, IOM will not be responsible for the security of the qualified Somali expatriates. The host beneficiary institutions will be responsible for the security of the individual.

Before leaving the country of residence and upon arrival in Nairobi or in Somalia, the qualified Somali expatriate will receive a pre-departure briefing including security advice and cultural background.