

SCOPE OF WORK
Finance and Administration Assistant
South West State

BACKGROUND

TIS+ is implementing the Somalia Project to promote good governance and community cohesion. The objectives of this contract are to: 1) Increase confidence in governance based on equitable participation in decision making and management of community assets. 2) Empower community and government representatives to engage with private sector and development actors in a collaborative process for community growth. 3) Increase Somali engagement in creating a more stable future. 4) Support inclusive, sustainable development by reducing gender gaps in stabilization and development.

OBJECTIVE

The TIS+ program plans to expand implementation of in kind activities across South West State and thus intends to enhance the capacity of the State government counterparts. This will be addressed by recruiting support staff to help the South West State Ministry of Interior and Local Governance (MOILG) oversee and support more effective and efficient implementation of agreed in kind initiatives. The initial contract will be for one year, with a possibility of extension. Current planned activities include small scale public infrastructure, community coordination, and social strengthening events. The successful candidates will have the ability to work independently, strong organizational skills, strong reporting skills, and the ability to effectively engage with a range of stakeholders.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Dedicated support to TIS+ activities to be carried out in South West State, including Baidoa, Barawe, Dinsoor and Wanleweyne, directly reporting to the MOILG, with indirect reporting and shared management with TIS+ Finance Manager, as appropriate.
- Responsible for making all field financial transactions, in line with TIS+ regulations.
- Responsible for ensuring proper documentation is completed and processes followed for all procurements in advance of making any payments.
- Maintain daily and weekly reports and documentation as requested, and by deadline.
- Ensure all funds and financial reporting documents are well maintained and secure.
- Provide training to South West State government financial officers and awardees on donor fund management as useful.
- Engagement with women and women's groups, independently and in direct cooperation with the Project Oversight Committees (POCs) that have women members, to encourage their full participation in discussions, activities, and decision-making.

QUALIFICATIONS

The successful candidate must have the following qualifications:

- University degree in relevant field.
- Highly organized, responsive, and able to meet deadlines.
- At least three (3) years of experience in financial management.
- Highly computer literate, with ability to work in Microsoft Office, particularly Excel.
- Strong capacity for teamwork, communication and information sharing.
- Ability to issue dependable, accurate reports on a timely basis.
- Ability to work and problem solve independently.
- Professional level of written and verbal English and Somali languages.

REPORTING:

This consultant will report to the MOILG, with indirect reporting to the TIS+ Program Team.

Transition Initiatives for Stabilization Plus – TIS+

LOCATION:

Baidoa, South West State

Applications with a detailed CV will need to be sent by 12 October, 2016.

Send your Cover Letter and CV to recruitment@somtisplus.com

(Clearly state **Finance & Admin Assistant - SWS** on the Subject Line). Only shortlisted candidates will be contacted for interviews