



CIVIL SERVICE COMMISSION

Vacancy Announcement

Job Title:	Deputy Civil Service Commissioner (2 positions)
Ministry/Agency:	Civil Service Commission
Reporting to:	Civil Service Commissioner
Location:	Adaado, Somalia

1. Purpose of the position

The Galmudug Civil Service Commission has been established to oversee the development and proper functioning of the Civil Service of the Interim Galmudug Administration. A decree to establish the Commission was approved by the Galmudug President on 28 December 2015. The Deputy Civil Service Commissioners will assist the Civil Service Commissioner in the overall management of the work of the Commission and its Secretariat. The Civil Service Commission Decree specifies that the Commissioner and Deputy Commissioners shall be selected to represent the broad interests of the people of Galmudug, and at least one of the three Commissioners should be female.

2. Responsibilities & Duties

The Deputy Civil Service Commissioners will be assigned responsibilities by the Commissioner for the performance of the functions of the Commission set out in the Civil Service Commission decree:

- a. Ensuring the proper implementation of the Civil Service Decree
- b. Formulating policies, rules and guidelines required to implement the Civil Service Decree and ensuring their application
- c. Keeping records of the established positions for which budget has been approved in each entity.
- d. Keeping records of all personnel employed by the administration, the positions they are appointed to, and their salary entitlement.
- e. Coordinating recruitment, promotion, and transfer of Civil Servants
- f. Jointly with the IGA Ministry of Finance, making recommendations to the Council of Ministers on the number and grade levels of the Civil Service establishment and the salaries, allowances and benefits of Civil Servants taking account of economic conditions and budget constraints.
- g. Dealing with serious disciplinary matters
- h. Dealing with complaints from Civil Servants
- i. Preparing quarterly and annual reports on the Civil Service

Specific tasks to be performed by the Commission include, but are not limited to:

1. On commencement of the operation of the Commission:
 - Oversee recruitment of staff of the Civil Service Commission Secretariat

- Establish a record of approved civil service positions, aligned with MoF budget provision, including position numbers, location, grade, and job description.
- Establish personal files for all civil service employees including the position number they are appointed to, grade, job description, qualifications, salary entitlements and performance reports.

2. On an ongoing basis:

- Coordinate recruitment processes for vacant civil service positions; approve job descriptions and advertisements; appoint Recruitment Committees; and implement the appointment recommendations of Recruitment Committees.
- Issue contracts to new appointees; establish personal files; administer the oath; and conduct induction training for new employees.
- Reconcile Civil Service Commission employee records with MoF payroll records on a monthly basis to ensure correct payment of salaries.
- Develop regulations and instructions on civil service employment terms and conditions and management as provided for in the Civil Service decree and the Civil Service Commission decree and ensure Ministry and Agency compliance with regulations and instructions.
- Develop, coordinate or provide advice on training programs for civil servants including induction training on civil service performance expectations.
- Deal with cases of misconduct by civil servants as provided for in the Civil Service Decree.
- Deal with appeals by civil servants or candidates for appointment in relation to recruitment, promotion, transfer or other matters covered by the civil service decree.
- Liaise with the Civil Service Commission of the Federal State of Somalia on issues of mutual interest.

3. Qualifications and Training

The Deputy Commissioners must be Somali citizens with a good character, highly qualified and experienced, and with high standards of ethics and integrity. The positions require a university degree in a relevant discipline and a minimum of three years experience in human resource management functions in a public sector department or institution at a senior level.

4. Knowledge

The Deputy Commissioners are expected to possess a sound knowledge of:

- Principles of good public sector administration
- Modern personnel management practices
- Principles of sound public financial management

5. Competencies

The Deputy Commissioners must demonstrate

- Commitment to the development of an effective, merit-based civil service.
- High standards of ethical behavior and integrity
- Ability to motivate and mentor staff
- Ability to communicate well both orally and in writing
- Ability to identify, analyze and solve complex problems
- Ability to plan and organize work to ensure effective implementation of Civil Service Commission functions

How to Apply

CANDIDATES SHOULD SEND CV, APPLICATION LETTER AND CONTACT INFORMATION FOR THREE WORK-RELATED REFEREES TO CSC.GALMUDUG@GMAIL.COM BY **23RD OF FEBRUARY 2016.**

Note

- Applications not including all the above information will not be reviewed.
- Write the title of the position on the subject of your email.
- Only short listed candidates will be contacted.