



## VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Director Generals
<b>Institution:</b>	All Galmudug Ministries (25 in total)
<b>Reporting to:</b>	Minister
<b>Grade level:</b>	8
<b>Salary:</b>	\$1,285
<b>Work Hours:</b>	36 per week
<b>Location:</b>	Dusamareb, Somalia
<b>Reference</b>	GSS/2020/DG/Recruitment

The Civil Service Commission is established to oversee the proper functioning of the Civil Service of the Galmudug State and to ensure that the Civil Service is efficient and effective in serving the community, affordable within state budget resources, and based on merit and equality of opportunity.

The Civil Service Commission is currently recruiting to fill the positions of Director Generals to lead and coordinate the activities of the 25 GSS Government Ministries and to set policies of these institutions. This is a great opportunity for the right person to progress their career with the Civil Service and provide leadership in establishing these offices for the benefit of people of Galmudug State of Somalia. The Director General will support the Ministry in developing policies to promote public administrative, legal and regulatory frameworks and strengthening Government capability aimed towards the effective delivery of basic services to the people of GSS.

The Director General is the Managerial and Administrative head of the Ministry, responsible for directing and coordinating the activities of the institution. He/she performs the policy setting role while the functional heads of the Ministry's departments and Directors are

responsible for ensuring planned activities and agreed agendas are well facilitated and will provide all the technical support required by the institutional leadership and teams.

The Director General is required to build a culture of professionalism, respect and integrity to ensure a positive working environment, acknowledging the responsibilities of the Minister and supporting teams to make evidence-based decisions. The Director General is responsible for ensuring that management decisions are free from nepotism, patronage and that selections and promotions are seen to be based on merit. Acting truthfully, fairly and in the public interest in addition to creating and maintaining stakeholder confidence through leadership which fosters and promotes ethical decision-making.

## **Duties and Responsibilities**

The duties of the Director General include but are not limited to the following responsibilities:

- Provide overall Ministerial leadership and strategic direction (conceptual and operational) on all matters of institutional importance so that the ideals, principles and objectives are upheld, enhanced and realised.
- Effectively coordinate, communicate, monitor and evaluate, at overall institutional level, the inter-related ministerial policies and operations to ensure optimal utilisation of all resources and effective attainment of objectives and goals.
- Support the provision of overall leadership in public policy management.
- Provide efficient and effective support to Ministry's leadership in discharging its constitutional mandate and formulating and implementing government policies.
- Cultivate and promote a favourable positive image of Galmudug State of Somalia for enhancement of institutional and National culture.
- Ensure that Government policies, programs and projects are adequately communicated, implemented, monitored and evaluated.

- Mobilize the population towards achieving socio-political and economic development to promote programs, which enhances the prosperity of the people of Somalia.
- Promote good governance in public institutions and civil society.
- Ensure all official correspondence relating to the office is documented and filed in accordance with policies and procedures.
- Ensure that minutes of all official meetings are documented and filed in accordance with policies and procedures.
- He or she ensures that the institutional structure, operational policies and other processes are effectively delivered based on the strategic objectives and plan.

## **Qualifications and Experience**

### **The Director General is required to have:**

- Bachelor Degree from a reputable university in an academic field related to the institution he/she is applying for. A Master's degree in a related academic field is an added advantage.
- The position requires at least **5 years'** experience obtained by managing a public/private sector organization at a senior management level.

## **Competencies**

### **The Director General must demonstrate:**

- Commitment to an effective, merit-based Galmudug administration.
- Potential to contribute to the future development and stability of the Galmudug State.
- High standards of ethical behavior and integrity.
- Ability to motivate and mentor staff.
- Ability to formulate institution's policy, prepare work plans, annual budget, project papers, concept notes and periodic reports both in English and Somali.
- Ability to lead a multi-disciplinary government officials and technical staff, build effective working relations with colleagues and clients, and capable of working under pressure, with good experience in leadership and strategic management of activities and team at National and State level.
- Proven experience in coordinating, cooperating and negotiating with high-level Government officials, donor partners and multitude of local stakeholders.
- A charismatic change agent - with extensive experience in context specific - practical techniques for change management.
- Ability to identify, analyze and solve complex problems.

- Ability to organize, execute and monitor planned activities to ensure effective implementation of institution's functions.
- Advanced computer literacy, with an ability to communicate well in English and Somali both orally and in writing.

**Mode of submission of applications and deadline:**

Interested individuals must submit their Curriculum Vitae (CV) **and cover letter by email to the address:** [recruitment.cscgmstate.so@gmail.com](mailto:recruitment.cscgmstate.so@gmail.com) and [gssrecruitment2020@gmail.com](mailto:gssrecruitment2020@gmail.com) by 15<sup>th</sup> December 2020 at 24:00 Hours (Dusamareb Time) – Marked clearly as **“Application for the GSS Director General”**.

Applicants should apply not more than 5 institutions of their choice and clearly indicate in the cover letter the 5 Ministries or institutions he/she is applying for and attach copies of academic credentials and colour passport photo.

***For security reasons, applicants must provide at least one Galmudug Parliament Member as a reference.***

The selection process will begin shortly after the closing date.

***Only shortlisted candidates will be invited to written exam and an oral interview.***

**Female candidates are strongly encouraged to apply.**