

Terms of Reference

Post Title:	NAO Advisor – NDP
Department:	NAO
Reports to:	Deputy NAO – Permanent Secretary
Duration:	6 months
Duty station	Ministry of Planning, Investment and Economic Development, Mogadishu-SOM

POSITION SUMMARY:

The mandate of the Ministry of Planning, Investment and Economic Development involves planning and coordinating the development priorities and activities of all national, regional and local authorities as well as development partners in a more coherent and organized manner in line with the objectives of the Federal Government of Somalia. The Ministry, in partnership with line-ministries, private sector and development partners promotes enabling environment for sustainable development, employment and economic growth. The Ministry has undergone radical reform and restructuring in order to meet the wider expectations of the post-conflict recovery and reconstruction agenda.

The Ministry of Planning, Investment and Economic Development (MOPIED) plays a substantive and substantial role in the overall system for Planning, Monitoring and Evaluation, Economic Development and Investment Promotion as well as the associated statistics. From an overall approach these, core mandated areas of MOPIED can most appropriately be implemented in a coordinated fashion throughout Government, MOPIED is leading and involved in an intense series of coordination efforts (both horizontally within the Federal Government of Somalia and vertically with the (emerging) Federal Member States).

The aim of this position is to help implement the Institution's coordination of National Development Plan, and align all the current and future projects in NDP. It also aims to strengthen the relations of Ministry of Planning, Investment and Economic Development (MoPIED) and Federal Member States Ministries of Planning, with the donors especially EU and other stakeholders within the country.

Specific duties

A Support and Supervision

- Advises the Ministry of Planning on the alignment of EU financed projects and programmes with NDP and other federal government policies.
- Advises the IA on the monitoring of the progress of implementation of EU finance projects and programme in the country, with the input of other sector managers
- Reports on the work of the sector at monthly management meetings of NAOSOM and produce the progress reports, work plans and other document required by management regarding the NAO office tasks and responsibilities.
- Establish a functional network of all stakeholders and initiating the coordination of activities within the National Development Plan.
- Ensuring that all the projects are aligned with NDP
- Engage all related institutions of NDP, and provide feedback on development
- Monitor the outcome of PWGs on carrying out sector specific implementations of the NDP
- Establish a national calendar for all pillars, sectors and sub-sectors' working group' meetings.

B. Programming and process management

- Advises the IA on the alignment of new project and programmes with the NDP, and coordinates the involvement of the relevant government authorities (including NDC, relevant Federal Government Federal State Government bodies in the formulation, implementation and monitoring of EU financed Projects and programmes
- Attend regular sector coordination meetings with FMS and PWG and report on their outcomes to management, maintain regular contact with line ministries regarding the implementation of ongoing NDP implementation.
- Ensure follow up of the implementation all NDP in the sector wise. Assist in the organisation of quarterly level meetings reviewing progress of projects in the areas that has achievements. Prepare progress reports and report to management periodically of the progress of projects in the overall NDP implementation.

C. Communication and visibility.

- Maintain good and effective contacts with all sector managers of the office of the National Authorizing office.
- Produce and disseminate best results of projects at the end of every month.
- Assist in organisation of visibility events as per the NAOSOM visibility strategy

Other duties:

Any other duty as may be required by the Imprest Administrator and the National Authorizing Officer.

Knowledge & Experience Requirements:

- Bachelor degree or higher in public administration, International Development, or related fields and/or comparable professional experience.

Experience:

- The technical expert will need to demonstrate skills and competencies in the following areas:
 - 8 years' professional experience in public administration, project management including experience in planning large scale conferences/meetings.
 - Experience working in government
 - Have knowledge of government development plan.
 - Demonstrated ability to effectively communicate orally and in writing
 - Prior experience of working with government context

Skills and Competencies:

- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Knowledge of grant guidelines
- Writing and research skills
- Written and verbal communication skills
- Interpersonal/human relations skills
- Ability to codify ideas into coherently written text
- Ability to work collaboratively in various disciplines
- Ability to operate personal computer, with various software programs
- Ability to work independently and manage time effectively
- Ability to pay attention to detail and maintain accurate records

- Ability to maintain confidentiality
- Analytical, Organizational, observational, change management, people management, report writing and presentation, and IT skills
- Strong leadership skills with demonstrated successful experience in managing and leading a team of large and small scale staff of professionals delivering a high level services
- Ability to see and manage risks and consequences.
- Strong team building skills and functions effectively in a team of professionals
- Fluency in verbal and written Somali and English

How to APPLY: Confidential applications can be addressed the Human Resource Director, Ministry of Planning, Investment and Economic Development, E-mail: hr.mopied@gmail.com . And mohamed.mopic@gmail.com Only a Cover Letter and Curriculum vitae (CV) in WORD or PDF format must be delivered, by 1500 hours of 29th, December, 2017. Applications addressed exclusively to one of the above email addresses would not be considered.