

VACANCY NOTICE

Institutional Capacity Development Consultant

INTRODUCTION

The Galmudug State Ministry of Constitutional Affairs (MOCA) mandate is to facilitate the creation of enabling conditions that would ensure the effective implementation of the constitutional review and implementation process. Its role therefore includes: promoting and facilitating political and public consultations on the review process with the supervision Committee of the Galmudug State Parliament, legislative strengthening; advising and mentoring Galmudug legislative bodies on constitutional review and implementation process and help them involve constituents and other important stakeholders in the process for better and more responsive representation , the Independent Constitutional Review and Implementation Commission, Federal Government of Somalia , Emerging Federal Member States, Interim Regional Administrations, Regional Authorities under Federal Government Administration, political, social and cultural groups and the Somali people in general in order to create an open, transparent and inclusive constitutional review process.

The MOCA Galmudug State would like to invite applicants who are citizens of Somalia for the following consultancy:

VACANCY

Consultancy Title:	Institutional Capacity Development Expert
Supervisor:	Director General
Job Grade:	1C, 2C or 3C
Duty Station:	Adado, Galmudug - Somalia
Opening Application Dare:	9 th February 2016
Closing Application Dare:	17 th February 2016

AIM OF THE DUTY

The Institutional Capacity Development Consultant will be responsible for guiding the Ministry's capacity development effort including conducting capacity assessment, conducting training needs assessment, developing a training plan for the Ministry's staff and delivering monthly trainings, and recommending capacity development initiatives.

DUTIES AND RESPONSIBILITIES

The Institutional Capacity Development Expert will:

- Conduct capacity assessment for the Ministry and based on that, develop and finalize an institutional capacity development strategy for the Ministry (also using the capacity assessment conducted by UNDP) including a detailed action plan for the implementation of the capacity development strategy with options and clear recommendations.
- Lead the Ministry's effort to develop its capacity including establishing standards and indicators and monthly targets.
- Undertake a training needs assessment for the Ministry staff and based on this, produce a training plan with options to upgrade the current skill set of the staff of the Ministry.
- Based on the training needs assessment, carry out monthly trainings; develop training materials for the Ministry staff utilizing ministry capacities.
- Produce monthly reports on capacity developments efforts carried out in the month including institutional targets achieved and capacity building trainings conducted.
- Develop a capacity development and supervision plan for all graduate interns working in the Ministry and make sure graduates are attached to departments and are getting opportunities for growth and learning from senior advisors.
- Any other tasks as may be entrusted by the ministry from time to time.

EXPERIENCE AND QUALIFICATIONS REQUIRED

- Recognized university degree in related discipline with at least 5 years of relevant working experience.
- The Consultant should have a proven background in capacity development preferably within the public sector.
- Experience as a TOT with a proven expertise in both developing and delivering trainings for the public sector is necessary.
- Extensive Experience at drafting reports, briefings and training materials.

- Computer and IT skills especially Microsoft office package.
- Be fluent in Somali and English

SKILLS AND KNOWLEDGE

- Demonstrates integrity, impartiality, fairness, honesty and truthfulness in daily activities and behaviors.
- Demonstrates strong oral and written communication skills.
- Leads teams effectively and shows mentoring as well as conflict resolutions skills.
- Demonstrates ability to share knowledge, mentor and coach people so as to transfer skills.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.
- Sound judgment; ability to extract, interpret, analyze and format data and to resolve operational problems.
- Ability to work with minimum of supervision; and to work effectively with people of different national and cultural backgrounds.
- Ability to work with accuracy under time constraints and pressure;
- Ability to deal patiently and tactfully with staff members and others and to have a high sense of confidentiality, accountability, initiative and good judgment.
- Training and user support skills;
- Team work skills or proven skills in working as part of a team,
- Proven leadership ability and management skills,
- Good interpersonal skills;
- Ability to build networks and make effective contacts and connections;
- Excellent presentational skills – both verbal and written;
- Excellent communication and people skills;
- Full knowledge of computer systems, including internet navigation and various Microsoft Office applications such as Ms Word, Ms Excel, and PowerPoint
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LANGUAGE REQUIREMENTS

Fluent in written and spoken Somali, and English; Spoken other languages like Arabic is an added advantage.

GENDER MAINSTREAMING

The Galmudug State MoCA is an equal opportunity employer and qualified women are strongly encouraged to apply.

LOCATION AND WORKING CONDITIONS

The consultant will work primarily in Adado, the temporary seat of Galmudug Interim State with possible travels across Somalia.

TIMING AND DURATION

The consultancy is scheduled to take place over 3 months during the period February 2016 to April 2016.

OTHER INFORMATION

Consultant will need their own laptop.

HOW TO APPLY

Interested candidates should submit their CV along with their application letter and passport size photograph via e-mail to con.reconciliation.gm@gmail.com or cismaandheere@gmail.com no later than **17th February 2016**. Only short-listed candidates will be contacted for an interview.

Osman Mohamed Ali

Minister of Constitutional Affairs & Reconciliation

Galmudug State of Somalia