



## **CIVIL SERVICE COMMISSION**

### **Vacancy Announcement**

Job Title:	Director of Policy, Records and Merit Protection
Ministry/Agency:	Civil Service Commission
Grade Level & Classification:	Grade 7
Reporting to:	Civil Service Commissioner
Hours:	Normal Working Hours
Location:	Adaado, Somalia

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#### **1. Purpose of the position**

This position is a senior operational position within the Secretariat of the Interim Galmudug Administration (IGA) Civil Service Commission. The Civil Service Commission has been established to oversee the proper functioning of the Civil Service of the IGA. The Director of Policy, Records and Merit Protection will assist the Civil Service Commissioner and Deputy Commissioners in carrying out their responsibilities in relation to the management of the Civil Service of IGA, according to provisions of the IGA's Civil Service Law and relevant regulations and instructions issued by the Civil Service Commission.

#### **2. Responsibilities & Duties**

The Director of Policy, Records and Merit Protection is responsible for:

- Advising the Civil Service Commissioners on the preparation of instructions and regulations required to implement the provisions of the Civil Service Law.
- Maintaining Personal Files for each appointed Civil Servant
- Coordinating processes for dealing with Appeals from Civil Servants about their employment in accordance with the Civil Service Law
- Coordinating processes for dealing with disciplinary matters in relation to Civil Servants in accordance with the Civil Service Law

The tasks to be undertaken by the Director of Policy, Records and Merit Protection include:

- Identify the need for instructions and regulations to implement the provisions of the Civil Service Law and draft proposed instructions or regulations for consideration by the Civil Service Commissioners
- Consult Employing Authorities (Ministries and Agencies) on the content of draft instructions and regulations
- Issue regulations and instructions that have been approved by the Civil Service Commissioners and provide information and training to Employing Authorities and Civil Servants on the instructions or regulations.

- Establish a system of Personnel Files which record information on each Civil Servant including their personal details, qualifications and experience, their employment history in the Civil Service, the position they occupy, their current salary entitlement, leave entitlements, and other relevant data.
- Ensure that staff in the Unit keep Personnel Files up to date with information on promotions, transfers, dismissals and retirements.
- Ensure that information in Personnel Files is kept confidential and is only disclosed to authorised people.
- Arrange regular audits of Personnel Files to ensure their accuracy and coordinate with the Ministry of Finance to ensure that grade, step and salary information of each Employee is correct.
- Notify Employees and Employing Authorities when employees reach retirement age.
- Receive formal appeals from Civil Servants about a decision of their Employing Authority in relation to an aspect of their employment, or an instruction given by the Manager or Employing Authority, under the terms of Section 24 of the Civil Service Law and create a confidential file on each appeal case received.
- Make recommendations to the Commissioners on establishing an independent Appeals Board to review the case. Coordinate and keep records of the deliberations of the Appeals Board. Assist the Appeals Board to prepare recommendations to the Commissioners.
- Notify the affected parties of the decision of the Commissioners and ensure the implementation of the actions to be taken by the Employing Authority to redress the complaint.
- Coordinate the implementation of disciplinary procedures in cases of misconduct by Civil Servants reported by Employing Authorities, in accordance with procedures and guidelines issued by the Civil Service Commission.
- Prepare quarterly and annual reports on Civil Service staff numbers, appeals and disciplinary matters.
- Supervise the work of the staff of the Unit,
- Carryout other tasks required in relation to the Policy, Records and Merit Protection.

### **3. Qualifications and Training**

#### Essential skills

- Understanding of the provisions of the Civil Service Commission Law and the Civil Service Law.
- Basic sound management skills.
- Training and experience in human resource management.
- Computer literacy and familiarity with Word, internet, and Excel.
- A qualification in Business Administration or Human Resource Management is essential.

#### **4. Competencies**

- Knowledge of the local community and able to communicate in local languages.
- Ability to collate and analyse complex information.
- Ability to disseminate detailed information in a clear and concise manner.
- Ability to work independently and as part of a team.
- Self-motivation.
- Tactful and polite with excellent communication and interpersonal skills.
- Excellent listening and questioning skills
- Ability to present information in a clear and logical way
- Honest and fair in applying rules
- Ability to be firm and assertive when required by circumstances.
- Ability to communicate well both orally and in writing.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

#### **5. Required Experience**

The position requires at least 2 years' experience in a senior administrative role in human resource management.

#### **6. Performance Criteria**

The incumbent is deemed to be performing the duties effectively when:

- Instructions and Regulations of the Civil Service Commission are issued in a timely manner, provide helpful guidance to Employing Authorities, and support the effective and efficient management of the Civil Service.
- Personal Files of Civil Servants are up to date and accurate and aligned with the records of Employing Authorities and MoF salary records.
- Information in the Personal Files of Civil Servants is kept confidential.
- Appeals by Civil Servants are dealt with in a fair, equitable and timely manner.
- Disciplinary procedures are dealt with in a fair, equitable and timely manner
- The Civil Service Commission maintains good relations with Employing Authorities in relation to the employment of Civil Servants
- Regular reports are provided to the Civil Service Commissioners and disseminated to Ministries, Departments and senior managements and are accurate and timely.
- The staff of the Unit perform their duties in a competent and timely manner.
- IGA's legislation, rules, policies and guidelines are adhered to in the performance of duties

### **How to Apply**

CANDIDATES SHOULD SEND CV, APPLICATION LETTER AND CONTACT INFORMATION FOR THREE WORK-RELATED REFEREES TO [CSC.GALMUDUG@GMAIL.COM](mailto: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.