



I. General Information

Title of Position:	Administrative Assistant support for the IMCLG
Type of Contract:	Consultant
Duration of the assignment:	12 months Period with possible extension subject to performance.
Duty station:	Garowe – Puntland
Supervisor:	Chief of Staff office of the president
Issue date:	10th April 2019
Deadline for application:	21st April 2019

II. Objectives of the assignment

Puntland is implementing decentralization policy reform and has a politically decentralized governance model. The districts with local government law are given the primary responsibility for service delivery, but with limited corresponding financial transfers from the Ministry of Finance to fulfill this mandate.

Local government and sector line ministries provision of social services is also constrained by extremely limited capacity in both human and material resources. The limitations in financial resources, human resource capacities as well as physical facilities continue to limit access to basic services in Puntland. Financial resources are often inadequate with mandated responsibilities.

Decentralization Policy framework is in place with a clear set of guiding principles, goals and objectives made ultimately by the concerned Sector line Ministries led by the ministry of Interior and Partner Local Authorities after a process of dialogue and consultation. It sets a framework within which water resources, water supply systems, livestock, health facilities and primary education, hygiene and sanitation aspects are managed in a sustainable way at lowest levels of government. Puntland Government leadership continues to display the political will required to realize decentralization reform where structural weaknesses persist. Experience in other countries has shown that local governance reforms are more effectively implemented when a president or vice-president champions the process of enhancing local good governance and related services delivery reforms.

Due to this backdrop Puntland government gave more support to the decentralization and local governance at the policy level, this was market by the appointment of the vice president as the champion of decentralization and local governance and, it has been agreed that there will be secretariat office headed by the chief of cabinet to help the vice president in issue.

In this context, the office of the V president with support from the Joint Program wishes to recruit Administrative assistant to be based in the Vice president's office in Garowe. The incumbent will be supervised by the Chief of Staff/Deputy Chief of Staff. The incumbent will have the responsibility of providing logistical and administrative support to decentralization secretariat supporting the V president;

The position is limited for a period of 12 months. UNDP JPLG agreed to support the Vice president's office as the champion of decentralization hires administrative assistant, to support the vice president's office to advance the decentralization process in Puntland. The consultant will provide administrative, filing and documentation support to the secretariat and the IMCLG meetings

III. Functions / Key Results Expected

Summary of Key Functions:

- Provide support to the Decentralization Secretariat of the Office of the Vice President in various activities related to decentralization and local governance.
- Assist the Decentralization Secretariat in the preparations of the IMCLG meetings.
- Under the direction the Decentralization Secretariat, support the activities related to the decentralization and local governance, and pay frequent visits to MOI and sector ministries as per required by the secretariat.

Specific Tasks

- Assist the Decentralization Secretariat and the Office of the Vice President in all administrative and logistical works related to the drafting and finalization of the Decentralization policy.
- In consultation with the Decentralization Secretariat, support the timely implementation of planned activities and targets related to decentralization.
- Assist the Decentralization Secretariat in preparing the agenda and logistics for the IMCLG meetings.
- Assist the Decentralization Secretariat in maintaining proper filing of minutes of meetings, correspondence, reports, and other important documents of IMCLG.
- Assist in maintaining and preparing updated inventory of all assets (e.g., office equipment, stationary, etc.) provided to the Decentralization Secretariat by the UNDP-JPLG.
- Assist the Decentralization Secretariat in conducting consultations or dialogues with the Ministries, District Councils or other partners when necessary on the decentralization policy.
- Perform other tasks and functions as requested by the IMCLG and the Decentralization Secretariat

IV. Final product/deliverable

The outputs will be:

1. IMCLG meetings are conducted and supported for the implementation of the decentralization policy of the Puntland State.
2. Administrative and logistical support provided to the IMCLG in relation to promoting the decentralization policy.

3. Capacity of the Vice president’s office enhanced for the IMCLG for the implementation of the decentralization policy of the Puntland State.

V. Qualifications

<p>Eligibility:</p>	<p>:</p> <p>a) Graduation:</p> <ul style="list-style-type: none"> • Bachelor Degree from Universities <p>b) Skills:</p> <ul style="list-style-type: none"> • Fluency in both written and spoken English and Somali • Computer literate. • Continuous and steady academic achievement, and progress • Demonstrated/keen interest in the work of community and social development programmes. • Demonstrated high learning ability during the years of study. • Demonstrated ability to work as a team.
<p>Disciplines/qualifications of interests:</p>	<ul style="list-style-type: none"> • Development Studies, • Social Sciences, • Public Administration, • Political Science • Information Technology (ICT) • Communication and Journalism • Business Administration and Management • Economics • Law

VI. Application submission

Interested and qualified candidates are requested to send their applications including CV, Cover letter and scan copy of credentials to recruitment.oop@plstate.so . Applications that do not meet the above requirements will be disregarded. Only shortlisted candidates will be contacted.

Women are strongly encouraged to apply