**FEDERAL GOVERNMENT OF SOMALIA**



**Ministry of Finance (MoF)**

**Somalia Crisis Recovery Project (SCRP)**

Terms of Reference for Project Admin Officer

1. **Background**

The Somalia Crisis Recovery Project (SCRP, P173315) is a flood and disaster recovery, and reconstruction project financed by the World Bank to the Federal Ministry of Finance (MOF). It supports immediate and sustainable flood recovery and finance activities to mitigate future shocks, by supporting: (a) immediate early floods recovery and service delivery restoration activities; (b) immediate support activities to respond to and mitigate COVID 19; (c) medium-term rehabilitation of flood-impacted infrastructure, services, and livelihoods; (d) elements of immediate and longer-term crisis preparedness and recovery; (e) detailed flood risk management plans, including both structural and non-structural flood risk management solutions for the country; and (f) support to enhance government performance and accountability and citizen engagement in service delivery.

The project components include:

* *Component 1*: Immediate basic services and livelihood support for early recovery
* *Component 2*: Medium-term flood recovery
* *Component 3*: Longer-term disaster risk management and preparedness
* *Component 4*: Project Management
* *Component 5:* Contingency Emergency Response Component
* *Component 6:* Anticipatory and Recovery Support for Addressing Food Insecurity

1. **Project Coverage and Duration**

The Project primarily targets the three flood-affected states of Hirshabelle, South West, and Jubaland, while advancing a national approach to the locust response, longer-term resilience building, and the CERC (emergency COVID-19 activities). The financing instrument of the proposed Project is an IDA-based Investment Project Financing, with an operational life of 5 years.

1. **Project Roles and Responsibilities**

The SCRP builds on existing institutional structures and aims to enhance the relationship between the FGS, FMS, and flood and drought-affected communities, with an overarching objective to restore the legitimacy of the State and strengthen State-Citizen trust. The Project will promote coordination and cooperation both vertically and horizontally within Government and with communities. This is considered essential to mitigate any potential destabilizing risks and important to the process of strengthening state-citizen trust. The FGS will maintain a detailed Project Operations Manual (POM), which details roles and responsibilities for implementation and monitoring apparatus and the technical and operational decision-making process, while also disseminating and building the capacity of key actors to utilize the POM.

A Project Implementation Unit (PIU) is mapped to the Ministry of Finance and co-managed and co-staffed by a combination of MOF and MoPIED personnel. It will be responsible for project management, coordination, and implementation support to the FMSs, including through the establishment of State Project Teams (SPT) that will serve as a state-level extension of the PIU to provide coordination and quality assurance. These tasks will include quality and process oversight, financial management, procurement, reporting and certification, contract management, M&E, and compliance with World Bank Group social and environmental safeguards and security management.

1. **Roles and Responsibilities**
   1. **Administrative**

The PIU is seeking a highly motivated and experienced Project Admin Officer to support delivering of the SCRP objectives. He/she will work with the PIU and SCRP Project Team to support the execution of relevant administrative tasks. The Admin Officer will report to the Operations & Risks Management Lead. He/she will be expected to work closely with the SCRP Project Team to ensure efficient and effective office operations and management. Responsibilities include:

* Maintain electronic and hard copy filing systems of the project information, reports, and documents; ensure the confidentiality and security of files and filing systems as per WB and FGS policies/statutes and guidelines.
* Assist the PIU Management in scheduling meetings, facilitating meetings, drafting meeting minutes and distributing the meeting minutes among the meeting attendees.
* Maintain a PIU calendar and schedule appointments. Provide administration support to the PIU staff operational activities such as official travel booking, processing of the claims for payments, leave requests, etc.
* Schedule in-house and external events.
* Prepare project/office administration-related correspondence under the guidance of the PIU Management and maintain contacts list.
* Initiate requisitions for the procurement of office supplies, receive office supplies, manage the stock, and maintain inventory records.
* Monitor the facility to ensure that it well maintained; oversee the maintenance and repair of equipment, and electrical and mechanical systems.
* Prepare regular reports on expenses and office budgets.
* Liaise with the focal points in relevant MDAs and SPTs for the administrational, HR, Performance Management and other relevant support.
* Initiate an update all office policies/SoPs and guidelines as needed.
* Support PIU team in all administrative tasks and other related tasks as requested by the PIU management.
  1. **HR Management**
* Ensure that all PIU Staff have valid Employment Contracts and ToRs at the time of signing the employment contract, by coordinating with the Contracts department and the respective manager.
* Provide administration support to the PIU staff recruitment process activities such as receiving applications, scheduling interviews, contacting applicants for the interviews, coordinating with the interview panel, publishing and removing job ads on different platforms, etc.
* Coordinate training and onboarding of the employees.
* Ensure the continuity of the processes in case of employee separation.
* Maintain physical and digital employee records.
  1. **Performance Management**: The Project Admin Officer shall ensure that:
* All PIU Staff have a valid Employment Contract and a ToR at the time of signing the employment contract, by coordinating with the Contracts department and the respective manager
* All PIU Staff have a signed and agreed Performance Objective document at the beginning of the agreed performance management cycle.
* The PIU staff mid-year and annual performance evaluation processes are scheduled to be conducted between the individual staff and the responsible Manager as per the established timelines.
* Facilitate the Appeals process, as applicable, and participate in the Appeals meeting as an Observer to ensure all parties conduct themselves professionally and the meeting minutes are recorded and filed.
* A copy of the last performance evaluation of the respective staff member is annexed for reference in the next contract renewals, salary appraisals, and/or terminations.
* Staff are provided necessary guidance on the performance management process when needed. Follow-ups are done with the respective Managers to ensure compliance. Half-yearly reports are prepared and issued to inform status and highlight non-compliance. All files and records are maintained on the SCRP Google Drive. Confidentiality of the staff information is maintained, as appropriate, at all times.

1. **Recruitment Qualifications and Experience**

* Bachelor’s degree or specialized diploma in Administration, Management, or related areas is required.
* Minimum of 3 years of proven work experience as an Administrative Officer, Administrator, or similar role relevant is required.
* Proficiency in the use of computers and office software packages such as Google Workspace and MS Office MS Excel and MS Word, specifically) is required.
* Strong organizational skills with a problem-solving attitude.
* Knowledge of the Government of Somalia’s policies, procedures, and practices is desirable.

1. **Language Requirements**

Excellent command of Somali and English language (oral and written) is required.

1. **Duration of Service**

The candidate will be engaged initially in a 1-year contract appointment with an extension based on the remaining project duration (2.5) years and the completion of a satisfactory 6-month probation period.

1. **Reporting Obligations**

The Project Admin Officer will report to the Operations & Risks Management Lead.

1. **Duty Station**

Mogadishu, with field visits as necessary

1. **Conflict of Interest**

The Consultant agrees that during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant shall be disqualified from providing goods, works, or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the SCRP Project.

***In line with the SCRP requirements, the PIU seeks to establish gender parity. Women are particularly encouraged to apply.***