



Federal Government of Somalia

Ministry of women and human rights development

Terms of Reference

Title: Finance Officer

Duration of the assignment: 12 months

Duty station: Mogadishu

Supervisor: Director General, MOWHRD

Background

The Ministry of Women and Human Rights Development of the Federal Government of Somalia (FGS) is mandated to advance the promotion and protection of gender equality and human rights, including the rights of women, children, and other vulnerable groups.).

The WPS proposal has been developed in consultation with key stakeholders including the Government, women's rights activists, women peacebuilders, and civil society organizations (CSO). The WPS programme embraces learnings from previous WPS and human rights-related initiatives and programmes in Somalia and meets the need to advance the United Nations Security Council Resolution (UNSCR) 1325 in the Somali context and adheres to the ninth National Development Plan.

The objective of the Joint Programme on Women, Peace and Security (WPS) is to promote women's meaningful participation in peacebuilding processes, particularly within decision-making and leadership roles, and to sustain peace at national and community level by engaging, empowering, and capacitating women through legislative provisions, policy interventions, and strengthening and establishing infrastructures for peacebuilding. Particularly at the grassroots level, women will be empowered as leaders and active agents of change through the support of initiatives at the community level and exchange of knowledge among practitioners. Women-led organizations and networks in peacebuilding will be promoted and the capacity of institutions will be strengthened, to ensure that deep-rooted issues that are the basis of systematic violations of human rights of women are addressed and sustainable solutions for peace and reconciliation are established.

Main objectives

The Finance Officer provide professional support management services to Greater Ministry's finance directors and staff. This includes the provision of finance operational advice in the areas of project implementation, budget management, procurement HR activities such as time sheet preparation and progress report collection and payroll for women peace and security project. The Finance Officer is responsible for providing high quality assistance to finance Departments and the staff in the areas of project financial management, and procurement.

Duties and Responsibilities

The Finance officer will have an overall responsibility for financial monitoring and control of the WPPS programme budget. This will include the timely and accurate making of budgets (including the overall programme budget), internal and external financial reports, control and ~~budget~~ monitoring and allocation of activity costs by following all standard procedures in place. Direct responsibilities include, but are not limited to, the following:

- Update staff records and files, including contracts, leave, medical, appraisals, and prepare staff timesheets
- Generate monthly records and reports such as staff lists, leave and other HR statistics related to the WPPS program.
- Develop, implement and maintain internal administration routines and systems, and office policies, in close contact with the Admin and the finance Departments.
- Responsible for the daily administrative running of the program activities, including all service agreements preparation, controlling resources and making internal reports to the director and project coordinator.
- Contribute all the contract management and provide strategic support to the program on options for value for money and better programming.
- Contribute on Logistics processes, procedures for women peace and security program.
- Maintain filing system, archives for the implementation of all of logistics systems/procedures and for the WPPS program.
- Follow-Up and Supervision of works for payment satisfaction
- Maintain payment routines of all office and staff related costs according to government relevant handbooks and procedures, as well as donor requirements
- Develop and maintain quality assurance of overall program budget as well as project application budgets/financial offers – their monitoring and revisions – in line with government relevant handbooks and procedures, as well as donor requirements
- Responsible for the timely making and delivery of accurate external finance reports, as per donor and internal requirements, in collaboration with head of Finance and project coordinator.
- Maintenance of overall budget control and monitor cash flows in all programme activities according to internal and donor requirements
- Ensure proper record keeping of all finance and administrative (HR and Logistics) documents.
- Ensure all project partners adhered to the MoWHRD Logistics and

Administrative Procedures and standards as laid down in their contracts with the ministry.

Qualifications / Experience:

The candidates for this position must have

- Bachelor's Degree in relevant specialization such as economics, business Administration and Accounting.
- Minimum 3 years' professional experience on Financial and Administration.
- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis
- Previous experience with a government, multilateral or international organization
- A demonstrated ability to analyze, formulate human resource plan and policies, strategies and programs, and to prepare well written and performance evaluation documents;
- Strong communication skills, and ability to work effectively with people of diverse backgrounds
- Clear and concise written and spoken English

How to Apply

The Advisor will report directly to the head of finance of WHRD and will engage directly with other sections and department director. This position will be initially contracted for 12-month period, to the Ministry of Women, Human Rights Development.

All applications with up to date CVs should be sent to the

the Ministry of Women and Human Rights
Development Email: info@mwhrd.gov.so

The closing date for applications is: **25 May, 2022**