



PUNTLAND STATE OF SOMALIA
Terms of Reference for IMC Director in Puntland

1. Job Title	IMC Director
2. Department	Information Management Centre
3. Location	Garowe, Ministry of Planning and International Cooperation
4. Duration	30 Months (starting from July 2019)
5. Reporting	Information Management Coordination Committee (IMCC)
6. Supervisory Responsibility	Oversee the daily operations of the IMC office and supervise the performance of IMC staff, providing clear direction, regular monitoring, and feedback on the performance of IMC activities
7. Job Purpose	The IMC Director will be responsible for coordinating the activities of the IMC across the line ministries, under the guidance of inter-ministerial coordination committee (IMCC) in Puntland
8. Job Objectives	<ul style="list-style-type: none"> • Managing the Information Management Centres (IMC) and supervise its staff • Linking the operations of IMCs to the line ministries about the implementation of the ILWRM activities • Providing technical advice to the IMC staff on land and water resources management • Ensuring delivery of all the ILWRM outputs according to the project document, in consultation with the ILWRM project manager
9. Duties and Responsibilities	<p>The functions of the IMC Director will be:</p> <ul style="list-style-type: none"> • Conduct outreach activities related to ILWRM project and support the design and implementation of capacity building activities/training workshops, seminars, etc. • Prepare progress and financial reports, and provide regular updates to the IMCC on the status of implementation of the project activities • In consultation with the ILWRM project manager develop Terms of Reference for the IMC technical staff and participate in the recruitment process • Explore opportunities for IMC resource mobilization, and develop feasible project proposals for discussion and approval by IMCC • Recommend to IMCC future/additional capacity and staffing needs for the IMC beyond the current ILWRM project funding • Assist the ILWRM project manager in supervising the construction of IMC building as per the approved building design • Liaise with Legal/Policy expert and support as needed. • Perform other related duties, as required
10. Deliverables	<p>The IMC Director will be responsible for the production of the following deliverables:</p> <ul style="list-style-type: none"> • Operationalize the Information Management Centers • IMC progress and financial reports • Training/ capacity building workshops of the IMC staff developed and coordinated

	<ul style="list-style-type: none"> • Project proposals • Performance evaluation reports produced on time • Monthly, quarterly and annual progress reports
11. Education	<ul style="list-style-type: none"> • A Post Graduate Degree/Diploma or Master's in a discipline related to Natural Resources Management, Environment, Hydrology, Hydrogeology and any equivalent professional qualification in Water Engineering
12. Experience	<ul style="list-style-type: none"> • Six years of relevant experience in the implementation of water, land, environment, or natural resources projects, preferably in low developing countries. • At least three years of demonstrated experience working within Somalia is an added advantage.
13. Skills Mix Requirements	<ul style="list-style-type: none"> • Track record of strategic decision making at the project level • Excellent team management skills in a multicultural setting. • Experience in managing stakeholder relationships, and ability to communicate effectively. • Knowledge and experience in Microsoft Office software including but not limited to; MS Excel, MS Word, Outlook, MS PowerPoint; Other data processing and analysis tools desirable • Leadership and development and problem-solving techniques • Excellent technical and narrative report writing skills
14: Competency Requirements	<ul style="list-style-type: none"> • Strong knowledge of watershed management and related water and land resources management activities • Experience in establishing and maintaining partnerships with donors, government institutions, and other stakeholders/local communities • Strong skills in Information management, capacity development, and knowledge management • Strong Knowledge and understanding of network systems, GIS/Remote sensing, and data processing, and report writing skills • Gives objective advice based on sound analysis • Focuses on outcomes and gives purpose and direction • Thinks strategically and involves people in decision-making • Communicates effectively and displays an intelligent awareness of the political environment • Prepares plans with clear short- and long-term objectives • Functions effectively in a team of professionals
15. Language Requirements	<ul style="list-style-type: none"> • Excellent oral and written English and Somali languages is essential
16. Application Process	<ul style="list-style-type: none"> • All applications should be sent to hr@mopicplgov.net, copy to swalim@fao.org no later than 28th of July, 2019. Each application should include the following: <ul style="list-style-type: none"> A. An application letter addressing the candidate's experience related to the assignment B. Updated CV including relevant qualification and work experience