



TERMS OF REFERENCE AND SCOPE OF SERVICES
Federal Government of Somalia (FGS)
Somalia National Bureau of Statistics
Somali Integrated Statistics and Economic Planning Capacity Building Project
(SISEPCBP)

Position Title:	SNBS Senior Executive Assistant
Reporting to:	Director General
Type of Appointment:	Individual Consultant
Duration:	12 months renewable upon satisfactory performance
Duty Station:	Mogadishu, Somalia

Project Background and Objectives

The Federal Government of Somalia (FGS), through the Somalia National Bureau of Statistics (SNBS), has received a grant from the International Development Association (IDA) to implement the Somali Integrated Statistics and Economic Capacity Building (SISEPCB) Project. The project aims at strengthening the country's national statistics system, the monitoring and evaluation (M&E) system, and improving programming and analytical capacity of the government's macroeconomics and fiscal programming agencies to enable them to regularly assess, analyze and improve their public policies and programs performance and results. More specifically, the project aims at: (1) Strengthening the national statistics system; (2) Strengthening monitoring and evaluation capacity; and (3) Building economic policy analysis and economic planning capacity.

The project will be executed by SNBS. To effectively support the executing agency, a Project Implementation Unit (PIU) was established to carry out daily administrative and advisory work of the project. The PIU is responsible for day-to-day management and implementation of the SISEPCB project. Part of the above-mentioned project funds will be used to support the SNBS.

Therefore, SNBS would like to recruit an Executive Secretary to maintain the smooth running of the SNBS office through a variety of administrative and clerical duties.

Scope of Services

The SNBS Executive Secretary will carry out all the duties and may also take a greater role in the day-to-day administration office. It will support also the oversee in ensuring the smooth functioning of the office Management duties, including drafting routine correspondence, typing, word processing, scheduling appointments, establishing and maintaining files and records. He/She will be responsible for the following specific tasks:

- Front desk management both for visitors and handling telephone communications.
- Maintain updated address and phone lists of SNBS staff, heads of MDAs from the federal government of Somalia and development partners

- Setup and maintain filing systems.
- Maintain and continuously improve administrative systems, mailing lists and databases.
- Intuitively planning and other administrative tasks in support of staff engaged on survey plans.
- Arrange meetings, schedules conferences, training schedules, facilities and services as directed by the DG; notify attendees or participants of time and place, etc.
- Processing or answering inquiries and providing information to the general public, clients, visitors, and other interested parties regarding activities under the SNBS
- Responsible for managing and reporting on office stock, in collaboration with logistics.
- Undertake any other work assigned by the DG.

Qualifications

- University degree in public administration, economics, public policy, Law or related field.
- A minimum of five years' working experience in administration or office management.
- The candidate should have knowledge of statistics and economics, excellent presentation skills, and the ability to use Beamer/LaTeX as an added advantage.
- He/she should also possess the ability to coordinate multiple tasks simultaneously and demonstrate a willingness to work in a dynamic and demanding environment.
- The candidate should have knowledge and understanding of office administration and public relations or legal matters.
- Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.
- Written and spoken fluency in English and Somali is required

Reporting arrangement

The executive secretary will report to the SNBS Director General and perform his or her duties in close coordination with the other SNBS staff.