

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

Position Title:	Program Manager
Reporting to:	Executive Director of the National Economic Council
Type of Appointment:	Individual Consultant
Duration:	12 months renewable upon satisfactory performance
Duty Station:	Mogadishu, Somalia

Background

The Government of the Federal Republic of Somalia established a National Economic Council (NEC) on 11th of July 2018 as an advisory council that supports the President and government on management of pertinent economic policy matters, as well as provides objective evidence-based economic analysis and policy advice on the development and implementation of domestic and international economic policy issues. The NEC is established for a term of four years that could be renewed with the approval of the Federal Government

Under the National Economic Council, an Economic Policy Analysis Unit (EPAU) is formed that is responsible for the day-to-day institutional support of the NEC and national economic and resources management oversight. The Unit will be staffed with economists, public finance management and development governance experts who will operate jointly with public service officials, at all relevant government agencies including those in charge of economic policy formulation and execution. The EPAU will assist in re-building institutional capacity within the economic and financial institutions of the country, and build on existing and on-going efforts to strengthen economic management processes and systems in Somalia.

Objectives of the Position

The overall responsibilities of the Program Manager of Economic Policy Analysis Unit are (i) to provide technical support and advise to the National Economic Council member on coordination, management and implementation of activities, (ii) to provide overall leadership and perform all necessary unit management activities, (iii) to coordinate with public service officials, at all relevant government agencies including those in charge of economic policy formulation and execution, (iv) to manage the EPAU team, under the direction of the Executive Director and Deputy Executive Director of the NEC

She/he will carry out all unit management tasks in strict compliance with the rules and regulation set forth by the council and in line with the Government's vision of economic development.

Duties and Responsibilities of the Program Manager of Economic Policy Analysis Unit

The Program Manager shall do everything necessary to meet the responsibility of the unit, including but not limited to carrying out the following tasks:

- Plans and directs methods and procedures for executing programs in the areas of NEC studies, commissioned studies, consultancies and other core activities.
- Oversees program management and coordinates the delivery of research and other activities.

- Prepares reports for NEC, funding agencies, and other stakeholders, based on their requirements.
- Prepares and reviews reports and records of activities to ensure progress is being accomplished toward specified program objectives.
- Plans and strategies of the NEC studies and other projects developed in consultation with the NEC Executive Director and Deputy.
- With the guidance of the council members assist the relevant government agencies to comply with internal and international regulations, and the fiduciary requirements of external financial assistance.
- Liaise and coordinate with the public service officials at all relevant government agencies including those in charge of economic policy formulation and execution
- Set the standards and timetable for the preparation of annual work plans of the unit and quarterly review for quality assurance.
- Oversee the implementation of NEC preparatory activities including preparation of the work plans, calendars, agenda and etc.
- Manage the Economic Policy Analysis Unit team and co-ordinate the day-to-day activities of the Unit
- Manages the identification of training needs in the EPAU and other government departments within the economic and financial institutions of the country and propose on-the-job training and formal training programs to meet those needs.
- Oversee the planning, organization and coordination of regular monitoring short-term economic measures ensuring adequate documentation of lessons learned working closely with the relevant agencies.
- Lead public advocacy on economic development policy formulations and changes
- Prepare synopsis of the policy analysis to be presented at the NEC meetings

Qualifications and Experience

Education: MBA, MS finance, Public Administration, Economics or related fields with minimum additional 10 years of relevant professional experience.

Experience: The Programs Manager of Economic Policy Analysis Unit will need to demonstrate skills and competencies in the following areas:

- Minimum of 10 years professional experience in public administration, including management, human resource and finance
- Minimum of 5 years experience working in Government institutions.
- Experience in Government policy development and plans in the field of finance, management
- Demonstrated ability to effectively communicate orally and in writing.

Language Requirement

Proficiency in:

- English
- Somali

Starting period and duration of assignment: The contract is expected to run for a period of 12 months with possible extension subject to satisfactory performance.