

دولة إقليم هير شبيلي الصومالية

Dowlad Goboleedka Hirshabelle ee Soomaaliya

**HIRSHABELLE STATE OF SOMALIA**

**CIVIL SERVICE COMMISSION**

**VACANCY ANNOUNCEMENT**

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| Job Title: | Presidential Personal Assistant Officer |
| Ministry/ institution: | State Presidency |
| Department: | Protocol |
| Grade Level & Classification: | Grade 6 |
| Reporting to: | Protocol Director |
| Salary: | $502 |
| Hours: | 36 hrs per week |
| Location: | Hirshabelle, Jowhar |

1. **Purpose of the position**

Presidential personal assistant provides support in one-on-one working relationship. The presidential personal assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The presidential personal assistant serves as liaison personnel through the protocol director of the state president

1. **Duties and Responsibilities**

* Supports administrative tasks for the President including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential;
* With the help of protocol department arrange complex and detailed travel plans itineraries.
* Plans and ensures schedules is followed and respected.
* Provides gatekeeper role, creating win-win situations for direct access to the office.
* Assists prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature as per the directives of the protocol director.
* Assists smooth communication between the President's office and internal departments by demonstrating leadership to maintain credibility, trust and support with senior management staff under the leadership of the protocol director.
* Keep records and prepare weekly reports as per requests of the department director.

1. **Qualifications and Experiences**

* Diploma in public relation and management or diploma of Public Administration
* 3 years related work experience

1. **Competencies**

* Action-oriented, flexible, and innovative approach to operational management.
* Passion, humility, integrity, positive attitude, mission-driven, and self-directed.
* Must have excellent interpersonal skills
* Must possess good communication skills
* Must be assertive and be able to easily identify, analyze and solve complex problems
* Must be able to plan and organize work
* Strategic information and records management skills
* Computer literacy (ICT)
* Ability to meet critical deadlines while maintaining accuracy
* Abilities to motivate and mentor state president staff.
* Abilities to communicate well both orally and in writing.

**How to apply**

**Please download Application Form:**

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Interested candidates who meet the criteria are encouraged to fill the application form and send to [csc.hirshabelle@gmail.com](mailto:csc.hirshabelle@gmail.com) by not later than **29th Sep 2022**

NOTE

* Please quote the position you are applying in the subject of the e-mail.
* Application form should be sent as attachment in word format.
* Female and people with disabilities are highly encouraged to apply.
* Canvassing will lead to automatic disqualification.
* Only shortlisted candidates will be contacted.
* If you are shortlisted for an interview, you will be required to come with

your original academic and professional certificates during the interview day.

* For more information please visit the following website. www.somalijobs.com