

Job Description Project Administrator

Country	Somaliland
Project Holder	Ministries and Agencies
Project (s)	Various
Fund	Somaliland Development Fund Phase 2
IFA Title	Project Administrator(s)
Duration	12 months renewable contract based on performance
IFA No.	P101-047

1. Background

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2018 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018-2023. SDF2 is conceived as an inclusive economic development programme. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's support is fully aligned with government priorities as defined in the National Development Plan 2 (NDP2) 2017-2021 and reflect the priorities set out in Somaliland Vision 2030.

The objectives of the SDF2 are threefold:

- Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
- Strengthen and maintain the capabilities of the government of Somaliland to prioritise and manage the sustainable and equitable development of Somaliland's infrastructure.
- Support strong government ownership of development priorities aligned with the National Development Plan.

2. SDF proposed projects

The SDF intends to allocate funds to various Ministries and Agencies, as Project Holder(s), for the implementation of multiple projects. The projects are expected to commence in February 2020 for

a duration of 2 to 4 years depending on the project. The SDF Secretariat is therefore seeking the services of Project Administrator(s) for these projects. The position will be based at the respective Ministry or Agency Project Management Team offices in Hargeisa. Please note that the awarding of the contract is subject to the condition of final approval of the project by the SDF Joint Steering Committee. If the precedent condition is not met, the SDF Secretariat will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

The Somaliland Development Fund Secretariat in behalf of the Project Holder(s) now invites applications from qualified professionals for the above position(s).

3. General Description of the Role

Directly reporting to the PMT Project Manager and with direct technical oversight of the SDF Secretariat, the Project Administrator (PA) will support the administrative and operations function of the Project Management Team. Specifically, the PA will be directly responsible for administration, finance, procurement and transport.

4. Main Responsibilities

General office administration

- Supervise, manage, and appraise project cleaner (if any) and driver(s);
- Maintain both electronic and paper files, documents, and letters in an accessible manner while ensuring confidentiality and security of the information;
- Ensure back-ups and data safety is implemented and maintained in the PMT office;
- Responsible for copying, printing, scanning, and binding all needed documents;
- Maintain a database of necessary contacts of all stakeholder establishments and other relevant organizations;
- Responsible for ensuring that the contact database is updated regularly and the information is readily accessible to all relevant parties;
- Responsible for organizing internal office meetings and workshops whenever necessary and taking minutes of the meetings;
- Responsible for receiving telephones and manage in and out visitors also make appointments with the PMT;
- Organize external meeting and workshops by supporting the PM in the drawing up of agendas and ensuring that all logistical requirements (i.e. travel arrangements, accommodation, meeting venues and relevant materials and equipment) are available to the participants.

Procurement/Logistics

- Prepare requisitions for project support items in a timely manner, get the Technical Advisor and Project Manager to sign off and submit them to SDF Secretariat for procurement following the approved SDF procedures;
- With support of the SDF Secretariat Procurement Manager, ensure proper record of all procurement documents (quotations of all supplies purchased by the PMT or received from

the SDF Secretariat, requisitions, purchase order forms, goods received notes, receipts, waybills, and all other documents);

- Maintain and update on a monthly basis asset inventory, stationery/office supplies stock list in PMT office;
- Work with the SDF Secretariat to prepare PMT procurement plan.

Finance management

- Compile accounts and ensure they are signed off before being submitted to the SDF Secretariat on time;
- Process bills, requests for payments, and refunds to staff within the agreed threshold approved by the SDF Secretariat Team Leader;
- Maintain petty records and ensure they are balanced on a daily basis and prepare replenishment request upon reaching the agreed threshold;
- Maintain financial records and documentation of all the transactions;
- Work closely with SDF Secretariat to prepare monthly and quarterly cash flow forecast for the PMT;
- Ensure that all financial transactions have adequate and verifiable supporting documentation before submitting them to the SDF Secretariat.

Transport/Security

- Oversee and ensure proper use of the vehicles by overseeing fuel consumption, purchase and tracking including coordination with fuel station(s);
- File monthly vehicle consumables sheet for each vehicle separately and update;
- Track vehicle expenses in accordance with the SDF2 guidelines;
- Ensure that vehicles service schedules are observed and major repairs are done in a timely manner by a professional mechanic and they remain clean at all times;
- Manage vehicle use to meet programmatic and operational needs by maintaining vehicle movement board daily and managing vehicle request forms;
- Manage PMT owned and rented vehicles, ensuring that all are safe and road-worthy, have proper on-board vehicle documentation, and separate vehicle files;
- Carry out continuous tracking of vehicle log-sheets, monthly compilation and submission of log-sheets;
- Support the PM in ensuring all the security requirements approved by the SDF Secretariat are always adhered to by the PMT in the office and during travel;
- Circulate the latest security updates in consultation with the PM and the SDF Secretariat.

Others

- Conduct any other duties as assigned by the PM and the SDF Secretariat.

5. Performance evaluation and contract extensions

- The PA will be supervised by the Project Manager and the SDF DTL – Operations;
- The first 3 months of the assignment will be a probation period and a contract extension will only be possible depending on satisfactory performance;

- Key performance targets will be agreed for the probation period and every six months after the probation period;
- Performance objectives and individual deliverables will be evaluated by the SDF Secretariat and Project Manager every 6 months and contract extensions are based on satisfactory performance only. This will be signed off by both the Project Manager and the SDF Secretariat DTL – Operations.

6. Required Qualifications, Skills and Experience

- At least a Bachelor's degree in either Finance Management, Commerce, Procurement, Business Administration;
- Minimum 5 years demonstrated administration functions experience with the UN, International NGOs, and Development Projects;
- Proven experience in general administration, finance, procurement, security, and transport;
- Energetic and able to work independently with high sense of responsibility;
- Demonstrated excellent command of spoken and written English;
- Proven interpersonal and diplomatic skills;
- Understanding of how government systems in Somaliland work.