



Federal Republic of Somalia

Ministry of Labor and Social Affairs

Job Description for the IVTC Manager

1. BACKGROUND AND OBJECTIVE OF THE ASSIGNMENT

The Federal Government of Somalia (FGS) is implementing the Skill for Employability, Inclusion, and Productivity (SEIP) Project funded by the African Development Bank. The project's development objective is to strengthen technical and vocational skills development to enhance employability and contribute to inclusive growth. Therefore, the main focus of the project will be to support the reviving of the TVET sub-sector through the rehabilitation of training facilities, and institutional and sector governance capacity building. The project will include the rehabilitation of the Industrial Vocational Training Center (IVTC) in Mogadishu. In addition, the rehabilitated center will host TVET programs to increase the pool of Somalia's skilled workforce, especially the youth and increasing the opportunities for their employability in the labor market or self-employment. The other benefits would be producing graduates with skills in climate-resilient relevant fields and contributing to low carbon emission and green growth. Therefore, the FGS is recruiting for a Centre Manager for the IVTC to coordinate the project activities at the IVTC.

a. Project Overview

MoLSA has secured a grant from the African Development Bank to be applied towards the implementation of the SEIP Project over four years. The SEIP is expected to target 1,300 youth from the most vulnerable communities in Mogadishu.

b. Implementation Arrangements

All components of the Project will be implemented by MoLSA through a Federal PIU embedded within the Ministry of Labor and Social Affairs in Mogadishu. The PIU will support the day-to-day Project activities.

The Federal PIU will be headed by a Project Coordinator and will include an Administrative Assistant, TVET Expert, Procurement Specialist, Finance Specialist, E&S Expert, and IVTC Manager.

2. SCOPE OF WORK AND EXPECTED DELIVERABLES:

The IVTC Manager will be a part of the PIU team and will be responsible for day-to-day activities related to the IVTC. She/he should be responsible and take full ownership of the following scope of work:

- Coordinate and supervise the day-to-day activities at the Training Center (TC), and report on progress and performance in terms of progress, instruction, and course materials;
- Ensure implementation of appropriate, demand-driven and effective vocational training curricula including evaluation of the course implementation from admission to completion on a regular basis;
- Manage and supervise staff and the training personnel in the center; control attendance and monitor and evaluate performance of instructors regularly and react.
- Ensure the center guidelines on provision of training and working with trainees are followed, including TVET MoLSA policies and procedures, including adhering to data protection protocols.
- Establish work schedules, update weekly and monthly work plans and reports, including reviewing results-based performance against targets basis, participating in preparation of students' assessment tests, and planning of course syllabus timeframes;
- Manage and set effective inventory and stock control mechanism, conduct purchasing of training materials including start-ups,
- Recommend effective strategies for the sustainability and financial well-being of the center;
- Determine, report demand of personnel to MoLSA, and upon approval by the ministry TVET Department recruit new personnel through testing according to demand and in accordance with the established hiring procedures;
- Ensure a safe and enabling environment for the trainees based on center protection procedures, and ensure health and safety procedures are implemented effectively;
- Facilitate effective coordination, communication between the project PIU, other public and line ministries, social organizations, business community, and other relevant stakeholders, including local authorities;

- With the support of the project team, map out existing business opportunities, identify key actors and hold different awareness events in the center to sensitize and mobilize potential employers to offer opportunities to the course graduates and liaise with them to establish strong working relationships with the in order to facilitate job-placement and apprenticeships after center-based training is completed;
- Create mechanisms demanding staff to take responsibility in all areas of work for safeguarding people at risk (female trainees/instructors, disabled) from any form of abuse or neglect;
- Ensure monitoring, evaluating and documenting progress of program implementation against indicators;
- Ensure that activities are on track as planned, including developing and implementing solutions as necessary to achieve agreed targets and long-term strategic objectives;
- Establish and maintain systems for program operations in accordance with MoLSA policies and procedures, and provide guidance to staff on all issues related to program implementation;
- Oversee that key program activities are achieved per program budget, timeline and donor requirements;
- Maintain, prepare and submit training, technical and financial reports to project team in accordance with the agreed timeframes (monthly, quarterly, annually);
- Under the supervision of the Project Coordinator ensure that environmental safeguards requirements are implemented;
- Responsible for Identifying and Overseeing Environmental Safeguard issues and implementing appropriate rehabilitation and mitigation activities during project implementation;
- Any other duties assigned by MoLSA Project Coordinator and the Department Director.

3. EXPERT'S REQUIRED QUALIFICATION AND EXPERIENCE:

The candidates should have the following desired qualifications:

- A minimum of a Master's degree in a relevant field such as education, vocational training, business administration, or a related discipline is often preferred. Specialized degrees in technical or vocational fields can also be advantageous.
- Strong communication skills: The ability to effectively convey ideas, listen actively, and articulate thoughts clearly in English and Somali languages.
- 5-10 years of experience in teaching or school administration or experience in senior leadership roles in education institution;
- Demonstrable experience in Monitoring and evaluation in education;

- demonstrates knowledge of school administrative processes and national educational regulations and experience in crisis and conflict management
- Problem-solving skills: The ability to identify issues, analyze problems, and propose effective solutions in a logical and systematic manner.
- Teamwork and collaboration: The capacity to work well with others, contribute to a team dynamic, and build positive relationships.

4. Reporting Requirements and Time Schedule for Deliverables

Reporting: The Centre Manager will report to the Project Coordinator

Duration of Assignment: The Centre Manager shall be contracted for an initial two-year period and will be extended based on performance satisfactory

Work plans: The assignment will be managed through a work plan process allied to the quarterly program work plan. The Centre Manager will need to be available for quarterly project review meetings in and out of the Country

Language: All reports and other documents shall be submitted in English.

Duty Station: The Centre Manager will be based in IVTC Training Centre (Xero Jarmal) which works under the Federal Ministry of Labor and Social Affairs in Mogadishu; and will travel as require