



**SOUTHWEST STATE OF SOMALIA
MINISTRY OF JUSTICE & JUDICIARY**

Vacancy announcement: Data clerk (1) position
Reporting to: ADR Coordinator, Baidoa
Duty Station: Bay Region Baidoa-Somalia
Application issue date: 5th Oct, 2021
Application closing date: 11th Oct, 2021.

INTRODUCTION

The Ministry of Justice of Southwest State of Somalia is seeking people who have recently graduated from a recognized tertiary institution in the field of Law, Public Administration, or related discipline, and who are highly motivated and wish to build a successful career within the justice sector.

The ADR Program aims to provide recent graduates with extensive exposure to the operations of the Ministry and act as a springboard to a career in public service in general and specifically Justice Sector Institutions.

TRAINING AND DEVELOPMENT:

The successful applicants will be attached to the ADR centre baidoa.

People with talent, commitment and drive who have tertiary qualification in a related field are encouraged to apply.

The ADR provide an excellent opportunity for the right people for career development and to obtain promotional skills and opportunities for entry into public service.

SELECTION CRITERIA

To qualify for the applicant should meet the following criteria:

- Be between the age of 20 -32 years.
- Hold an undergraduate (Bachelor) degree or equivalent in Law, Public Administration or a related field;
- Be a Somali citizen with a valid national passport. Providing a passport is a requirement.



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- Excellent Somali and English language skills.
- Women are particularly encouraged to apply for this position.

APPLICATION DOCUMENTS:

Applicants for the ADR Opportunity MUST submit/send ALL of the following documents:

1. CV outlining academic qualifications, any work experience and two (2) academic or work referees; and
2. Certified copy of the official university certificate and record of results.
3. Valid secondary certificate.
4. Cover page providing why the candidate should be selected and meets the selection Criteria.
5. Copy of valid Somali passport.

Required Qualifications and experience:

TOR (ADR Data clerk)

The ADR Data Clerk is responsible:

- Records the cases and maintains the register for documenting the cases.
- Ensures data of center are accurately recorded on weekly, monthly and quarterly basis and are available when needed.
- Ensure cases are recorded and filled properly for future references.
- Attend and take down meeting minutes at the center.
- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, deleting, or reentering data; combining data from both systems when information is incomplete; purging files to eliminate duplication of data.
- Secures information by completing data collections on time.
- Maintains client's confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed



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- Excellent knowledge of research methods, the ability to analyze issues and write quickly, clearly and concisely and the ability to provide rapid, comprehensive and impartial oral and written briefings;
- Understanding of the system of government in the Republic of Somalia;
- High standards of integrity and the ability to handle confidential matters and provide impartial advice;
- Demonstrated capacity to participate effectively in small teams and a commitment to collaborative work practices;
- Good information management skills including ability to use and manage a range of computing software;
- Tertiary qualifications in a relevant discipline, (listed above).
- Any other duties assigned to his/her supervisor

Interested and qualified candidates who meet the required qualifications are encouraged to submit their application and CV as hardcopy to the office of the Ministry of Justice & Judiciary Southwest State of Somalia-Baidoa or by email to the below address

info@moj.sw.so not later than **11th Oct, 2021**

Qualified female candidates are very encouraged to apply.
Only shortlisted candidates will be contacted.