



Federal Government of Somalia
**Ministry of Planning, Investment
and Economic Development (MoPIED)**

Job Title: Communication and Reporting Officer

Organization: Ministry of Planning, Investment and Economic Development (MoPIED)

Department: Aid Coordination Office (ACO)

Location: Mogadishu, Somalia

Contract Type: Full-time, 12 months (renewable based on performance and funding)

Application Deadline: 31 March 2025

Expected Start Date: As soon as possible after recruitment

1. Introduction

The Aid Coordination Office (ACO) at the Ministry of Planning, Investment and Economic Development (MoPIED) plays a central role in overseeing and coordinating Somalia's development cooperation architecture, including forums such as the Development Coordination Forum (DCF), NEXUS Forum, and the Somalia Partnership Forum (SPF).

The Communication and Reporting Officer will be responsible for developing and implementing a robust communication and reporting framework to enhance the visibility, transparency, and engagement of ACO's mandate with the Government of Somalia, international partners, civil society, and the public. The officer will also support the communication of the Somalia Renewed Partnership (SRP) processes.

2. Objectives of the Role

- To increase public awareness and partner engagement through strategic communication.
- To ensure timely, accurate, and results-based reporting of ACO's activities and forums.
- To maintain a consistent and professional image of ACO through internal and external communications.

3. Duties and Responsibilities

Under the supervision of the ACO Director, the Communication and Reporting Officer will:

- Develop and execute visibility and branding strategies aligned with ACO and SRP principles.
- Draft and disseminate press releases, articles, and communication materials.
- Manage ACO's media presence, including website and social media platforms.
- Collaborate with sector leads to produce and publish quarterly and annual reports.
- Support event planning and media relations for coordination and political forums.
- Ensure accurate documentation and knowledge management of forum activities.
- Monitor the impact and reach of communication outputs through key performance indicators.
- Maintain a robust filing and digital archiving system for communication and reporting products.
- Provide translation and editing support as needed (English and Somali).
- Ensure gender-sensitive and inclusive messaging in all communications.
- Adhere to confidentiality, data protection, and government communication policies.
- Perform other related duties as assigned by the Director.

4. Key Deliverables

- Annual communication and visibility plan.
- Four quarterly reports and one annual report.
- Monthly media content and outreach materials.
- Updated digital presence including web and social media analytics.
- Summary reports of key coordination and political forum events.

5. Qualifications

Education:

- Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or a related field.
- Master's degree preferred.

Experience:

- At least 5 years of relevant experience in communication, media relations, or reporting.
- Demonstrated ability to develop and implement strategic communication plans.
- Experience with donor-funded projects or government communication preferred.
- Proven ability in report writing, editing, and public engagement.
- Strong organizational and interpersonal skills.
- Experience with digital media tools, content management systems, and design software is a plus.

Languages:

- Fluency in Somali and English (spoken and written) is required.
- Proficiency in Arabic or other languages is an advantage.

6. Resources and Support

- Access to official communication tools, design software, and camera equipment as needed.
- Collaboration with ACO sector teams, operations staff, and MoPIED communication unit.
- Support for travel and participation in national coordination events.

7. Ethical Conduct

The Communication and Reporting Officer must maintain the highest standards of confidentiality, professionalism, and integrity in performing duties, especially concerning sensitive government and partner information.

8. How to Apply

Interested candidates should send the following documents to **hr@mop.gov.so** with the subject line “**Application for Communication and Reporting Officer**”:

- Updated CV (maximum 3 pages)
- Cover Letter
- Sample of a communication or reporting product (e.g., press release, report, article)
- Names and contact details of two professional references

Only shortlisted candidates will be contacted. Women are strongly encouraged to apply.