



FEDERAL GOVERNMENT OF SOMALIA

MINISTRY OF PLANNING, INVESTMENT AND ECONOMIC DEVELOPMENT

Terms of Reference (TOR)

Position Title:	Operations Coordinator
Assignment:	Support the implementation of FGS-MoPIED/SSFIII MoU/Work streams 1, 2, 3, 4 and 5 of SSF III
Location:	Ministry Of Planning, Investment and Economic Development (MoPIED), Federal Government of Somalia
Duration:	1 Year, renewable subject to funding
Reports To:	Aid Coordination Director

1. Background

The Ministry of Planning, Investment, and Economic Development has been leading efforts to oversee and coordinate international development aid through its Aid Coordination Department (ACO). The Ministry plays a key role in making sure all development assistance aligns well with the country's priorities, as outlined in the National Transformation Plan 2025–2029. In doing so, the Ministry aims to maximize the impact of external support, boost national ownership, and promote sustainable development outcomes consistent with Somalia's long-term vision.

With financial support from the Somali Stability Fund (SSF), the Ministry has effectively coordinated and convened Pillar Working Group (PWG) meetings that bring together all relevant stakeholders, including government Ministries, Departments, and Agencies (MDAs), development partners, civil society, and the private sector. These efforts ensure that interventions are properly aligned with the National Transformation Plan (NTP) and help mitigate risks related to poor coordination, misaligned funding, and weak monitoring and evaluation of development programs and projects.

2. Objectives

Reporting to the Aid Coordination Director, the SSF Support Operations Coordinator is responsible for ensuring seamless operational, financial, and logistical support to the ACO through the SSF support under the established coordination framework.

In addition to the above, and acting as a central liaison between the Ministry and the SSF, the coordinator facilitates efficient financial and logistical management to maximize the impact of the SSF's support through enhanced transparency and accountability. The coordinator also supports the ACO in the timely implementation of activities in alignment with the agreed coordination framework.

3. Scope of Work

The Operations Coordinator will be responsible for the following tasks:

- Support the ACO in operational functions, including logistics, office administration, and the organization of events related to SSF support
- Maintain accurate records of all financial transactions and supporting documents to ensure full compliance with MoPIED and SSF financial management standards.
- Process payments and carry out reconciliations in close collaboration with the Administration and Finance teams, in line with MoPIED and SSF financial policies and procedures.
- Prepare and provide timely financial reports, conduct variance analyses, and propose suitable corrective measures in collaboration with the Administration and Finance.
- Ensure proper maintenance and periodic verification of all non-expendable assets to uphold accountability and compliance standards
- Support the Administration and Finance in managing vendor contracts in accordance with MoPIED's procurement specifications and guidelines
- Coordinate travel logistics and support for operational missions to facilitate safe and effective staff assignment.
- Support the pillar coordinators and the Director in drafting and finalizing meeting reports, ensuring accuracy and timely submission.
- Contribute to the preparation of quarterly and annual programme reports by providing relevant documentation, data, and analysis.
- Organize and document coordination forums such as Pillar Working Groups (PWGs), the Development Coordination Forum (DCF), the Nexus platform, and the Somali Partnership Forum; and diligently track agreed action points.
- Provide support in the drafting, implementation, and ongoing monitoring of activities funded and facilitated under the SSF's assistance framework.

4. Qualifications & Experience

- Bachelor's degree in Business Administration, Public Administration, Finance, Logistics, Development Studies, or a related field.
- Minimum of 3 to 5 years of professional experience in operations coordination, logistics, administration, or financial management, preferably within government institutions, international development organizations, or donor-funded projects.
- Proven experience in managing administrative and logistical operations, including event coordination and asset management
- Familiarity with financial processing, payments, and reconciliations in compliance with donor and government regulations.
- Understanding of procurement procedures, vendor contract management, and supply chain processes.
- Experience in organizing and documenting coordination forums and stakeholder meetings.
- Strong organizational, communication, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders, including government agencies, donors, civil society, and private sector partners.

- Attention to detail, problem-solving ability, and commitment to transparency and accountability.
- Fluency in English is required; knowledge of Somali language is an advantage.

5. Skills & Competencies

- Exceptional organizational and multitasking abilities with strong attention to detail.
- Excellent written and verbal communication skills in English and Somali.
- Strong interpersonal and relationship-building skills to effectively engage with government agencies, development partners, and vendors.
- High level of integrity, discretion, and accountability in managing confidential and sensitive information.
- Demonstrated ability to work efficiently under pressure and meet tight deadlines.
- Problem-solving mindset with adaptability to rapidly changing environments and priorities.
- Proficiency in Microsoft Office Suite, financial management systems, and virtual collaboration tools.
- Commitment to transparency, accuracy, and compliance in all operational tasks.

6. Application Process

Interested candidates should submit:

- A cover letter.
- An up-to-date CV.
- Contact details for three professional references.

Applications should be sent to hr@mop.gov.so.

Only shortlisted candidates will be contacted. MoPIED is committed to diversity and strongly encourages qualified female and Somali nationals to apply.