



MINISTRY OF ICT

MINISTRY PROFILE

INTRODUCTION

The Ministry was founded in 1993 under the name of the Ministry of Communication and Post, the ministry has undergone a number of stages, and the name of the Ministry has recently been changed after the addition of Technology, in the official Gazette Legislation No.,01 / 2018. 01/2018 and named as the Ministry of Communications and Technology. .

VISION, MISSION, MANDATE AND CORE VALUES

VISION

Somaliland to be a globally competitive Digital knowledge-based economy

MISSION

To facilitate universal access to ICT infrastructure and services all over the country.

CORE VALUES

The Ministry will adhere to the following core values and principals in order to achieve the planned objectives.

- ❖ Accountability and transparency
- ❖ Equity and equality
- ❖ Professionalism and ethical practices
- ❖ Teamwork and passion for results
- ❖ Honesty and integrity
- ❖ Innovativeness and creativity
- ❖ Efficiency and effectiveness
- ❖ Patriotism.

MANDATE AND FUNCTION OF THE MINISTRY

The mandate of the Ministry is as derived from the Executive Order No. 01 / 2018. 01/2018 The Somaliland Ministry of ICT mandated to carry out responsibility for implementing a system to effectively monitor the country's communications, with transparency and accountability. In order to carry out the general responsibility set out in this official Gazette Legislation No,01 / 2018. 01/2018 Article 18: Ministry of Communication and Technology is set to have the following capabilities and functions:

- ❖ Establish and formulate policies, policies and strategies that govern the communication and technology of the country and safeguard the rights and freedoms of citizens.
- ❖ To prepare for the administration's operation and oversight of the communication plan of the country.
- ❖ Participate in and promote policies related to technological advancement and communication.
- ❖ Establishing the costs of the various fees charged by telecommunications companies operating in the country, and ensuring that these services are collected in collaboration with the relevant government agencies.
- ❖ Supervise the country's telecommunications companies and regulate the prices of telecommunications services.
- ❖ To increase the revenue and dividends imposed on companies.
- ❖ To develop knowledge of communication and technology in the country in collaboration with the Ministry of Education and Science.
- ❖ Manage the country's waves and generate a country code.
- ❖ To issue licenses for telecommunications companies operating in the country and renew licenses.
- ❖ Administer the communication between government and private communication.
- ❖ Establish a public communication site and register their addresses to promote communication and transparency with government agencies;
- ❖ To work towards the interconnection of Private telecommunication
- ❖ Train various government agencies on the use and use of modern communication and technology systems;

- ❖ Promote the general policy of communication and information technology in Somaliland.
- ❖ Protect government data stored in technology, such as computers, etc.
- ❖ Conduct research on telecommunications and technology to enable the country to align with the world.
- ❖ To monitor and monitor the implementation and implementation of telecommunication laws, policies and communication plans in the country.
- ❖ to mediate and limit the abuse of the waves;
- ❖ The Ministry shall represent the Government in all matters relating to communication and technology.
- ❖ Perform all other duties and responsibilities assigned by the laws of the country

STRUCTURE OF THE MINISTRY

Currently the Ministry consists of 8 departments including:

1. ICT, 2. Digitalization Network & Security 3. Technology and Innovation, 4. Telecommunication, 5. Postal Services 6. Human Resource Management, 7. Planning and Statistics, 8 Administrations and Finance,

1. DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY

ICT department is responsible for: -

- The Development of the required Legal Framework for developing the ICT sector in Somaliland.
- Study and assess current and future ICT regulations needed by the Ministry.
- Sort out the status of the implementations of the ICT regulations, guidelines, and standards prepared by the Ministry.
- Develop a plan of action for the development and implementation of the new and existing regulations developed by the Ministry for both the ICT sector.
- Prepare and Implement Guidelines and Standards for the Acquisition and procurement of Government ICT.
- Prepare and Implement Guidelines and Standards for ICT Projects Management for the government Institutions.
- Delegating some of the less important and less urgent tasks to the section heads and another department.
- Develop a national general ICT infrastructure development plan and Ministry Legal Framework for the development of ICT sector of the country.

- Prepare and Implement Guidelines Official Social Media accounts management (guidelines, security, and verification).
- Prepare and get approval the working structure of his/her department and implement accordingly
- Managing the Resources under the supervision of the Director-General and the Minister.
- Does whatever the Minister and Director General delegate him/her in a timely fashion
- Holds continue meeting with his team and reports to the Ministry top management officials
- Participates on behalf of the department all Ministry weekly meetings and top-level management meetings and reports back to his/her team.
- Encourages his/her staff to be actively involved in the day-to-day activities of the Ministry
- Prepare and implement five (5) year strategic plan and budget for the department.
- Prepare and implement a comprehensive monitoring and evaluation system and tools for the Department for the implementation of ICT regulations and guidelines.
- In collaboration with the Human resource, the development department prepares and implement the capacity development for all department staff based on the needs assessment and in-line with the Civil Service Commission (CSC) guidelines and requirements.
- Preparation of the annual financial estimates of the department in consultation with the heads of sections
- Harmonizing annual work plans for the department.
- Coordinating the preparation of the monthly, quarterly and annual progress reports

2. DEPARTMENT OF DIGITALIZATION, NETWORK & SECURITY

- The Department is responsible in designing government data center that consolidates services, applications and infrastructure to provide efficient electronic delivery of Government to Government (G2G), Government to Citizens (G2C) and Government to Business (G2B) services delivered by the various government agencies through a common platform supported by core connectivity infrastructure.
- Prepare plans for development and installation of Data Centre according to the present and future requirement
- Monitor all software and hardware product and ensure compliance to data centre standards and systems
- Supervise designing and evaluation of all servers according to measurement of process.
- Maintain expert knowledge on all applications and its use on systems for various critical systems.
- Establish and Manage Somaliland National Data Centre for well protected government data.

- Ensure critical infrastructure is protected - establishing a Cybersecurity and Privacy group to oversee the development and enforcement of national cybersecurity policies, and develop a Computer Emergency Response Team (CERT)
- Ensure full coordination and progress, an intra-governmental coordinating unit needs to be established to monitor progress and address challenges that may be faced through the period of implementation
- Establish a national cybersecurity strategy and national multi-stakeholder cybersecurity advisory committee
- Take the lead for the implementation of Government ICT System Integration Initiative (GICTSII) of the Ministry.
- Lead with an extra commitment to the implementation of the government e-Government system initiatives.
- Develop GICTSII implementation roadmap in all its phases and take full commitment to the implementation.
- Take the lead for the implementation of e-government projects
- Organize different workshops for the implementation of e-government for Somaliland
- Public awareness campaign on e-government implementations.
- Call center for handling e-government related complaints.
- Study and development of functional government networking system for the entire GoSL
- Study and develop a flagship program for national Government networking.
- Suggest implementation of own government networks for all government institutions.
- Harmonize government internet usage for effective government internet access.
- Preparing guidelines for implementing unique Somaliland Brand
- Ensure the protection of critical physical ICT infrastructure against vandalism and theft, and establish processes for recovery and business continuity
- Engage in regional and international collaboration to protect Somaliland's cyberspace
- Establishing rules for ensuring privacy of information held by government and the private sector within the context of Open Data objectives.
- Suggest implementation of own government networks for all government institutions.
- Harmonize government internet usage for effective government internet access.
- Preparing guidelines for implementing unique Somaliland Brand.
- Implement equal and equitable customized websites for all government institutions.
- Prepare a schedule for the implementation of customized websites for all government institutions.
- Google search engine optimization for better Somaliland related information.
- Determine an organization's network and computer system needs before setting one up
- Install all network hardware and software and make needed upgrades and repairs

- Maintain network and computer system security and ensure that all systems are operating correctly
- Collect data in order to evaluate and optimize network or system performance
- Add users to a network and assign and update security permissions on the network
- Does whatever the Minister and Director General delegate him/her in a timely fashion
- Holds continue meeting with his team and reports to the Ministry top management officials
- Participates on behalf of the department all Ministry weekly meetings and top-level management meetings and reports back to hi/her team.
- Encourages his/her staff to be actively involved in the day-to-day activities of the Ministry
- In collaboration with the Department of Policy Planning, Monitoring and Evaluation, prepare and implement five (5) year strategic plans and budget for the department.
- Prepare and implement a comprehensive monitoring and evaluation system and tools for the Department for the implementation of Telecom and ICT regulations and guidelines.
- In collaboration with the Human resource, the development department prepares and implements the capacity development for all department staff based on the needs assessment and in-line with the Civil Service Commission (CSC) guidelines and requirements.
- Preparation of the annual financial estimates of the department in consultation with the heads of sections
- Harmonizing annual work plans for the department.
- Coordinating the preparation of the monthly, quarterly and annual progress reports

3. DEPARTMENT OF TECHNOLOGY AND INNOVATION

Major Duties and Responsibilities

The Department of Technology and Innovation is responsible for: -

- Playing an active role in shaping the strategic direction of the Ministry's Technology Initiatives that drives the development of enterprise technology architectures and standards, and performance metrics to ensure infrastructure and operations deliver value.
- Preparing an action plan for the establishment of a research framework for the development of Somaliland Technology sector
- Taking responsibility for organizing the annual ICT conference in collaboration with the ICT department.
- Coordinating the application and dissemination of technology research development and innovation inputs, evolution and dissemination of technology and innovation efforts.
- Propose the foundation for Somaliland technology and innovation fund for the quick development of the sector
- Leading the development and implementation of guidelines for the management of the technology and innovation fund, policies, plans and programs for research promotion and development.

- Coordination the Promotion of technology research and development of Local innovators especially local students and local scholars
- Management the incubation center and ensure the promotion of research and development of indigenous innovations for the purpose of facilitating indigenous knowledge system.
- Take the lead in the establishment and study of structures, guidelines, working standards of nation incubation center
- Raise funds for the incubation center from the donors, tech-private companies and other development partners.
- Prepare/develop policies, standards, and guidelines for the technology and innovation research and development initiatives.
- Implement policies, standards, and guidelines for the technology and innovation research and development initiatives
- Report on the implementation of policies, plans, programs, and guidelines on research development for technology and innovation.
- Forecasts future skill needs to acquire and develop an IT workforce with the appropriate mix of business knowledge, technical skills, and competencies that balance between growing the agility required to achieve business objectives and ensuring the core IT functions are reliable, stable, secure, and efficient.
- Preparation of the annual financial estimates of the department in consultation with the heads of sections.
- Harmonizing annual work plans for the department.
- Coordinating the preparation of the monthly, quarterly and annual progress reports.
- Coordinating the preparation of department's risk management framework Preparing annual monitoring and evaluation report.

4. DEPARTMENT OF TELECOMMUNICATION

Major Duties and Responsibilities

The Director of Telecom department is responsible for: -

- Issuing telecom licenses and following the licensee's compliance and implementation status and awarding competent licensees.
- Analyze technical data of communication systems and, based upon knowledge of radio equipment and radio propagation.
- Initiate and track actions at the National or International level, as required, to eliminate conflicts in frequency assignments which arise as a result of the heavily congested radio frequency spectrum.
- Publish the technical standards that must be met by wireless equipment and Telecommunications Terminal Equipment.
- Ensure that technical standards of telecommunications equipment are based on a set of international, regional and national standards, as well as other specifications.

- Responsible that Technical standard of health and safety requirements is applied to all telecommunications equipment.
- Generate, submit and track frequency assignment requests through Spectrum.
- Evaluate and analyze Table of Frequency Allocations, channel plans, and planned changes to the Radio Regulations as prepared at national and international telecommunications conferences to consider the potential impact to the communications systems and equipment.
- Coordinate with installation spectrum managers, fleet operational users, and other spectrum-dependent system stakeholders
- Make sure that if telecommunications equipment incorporates multiple technologies, all relevant technical standards shall be applicable to that equipment
- Prepare and get approval the working structure of his/her department and implement accordingly
- Delegating some of the less important and less urgent tasks to the section heads and another department.
- Does whatever the Minister and Director General delegate him/her in a timely fashion
- Holds continue meeting with his team and reports to the Ministry top management officials
- Participates on behalf of the department all Ministry weekly meetings and top-level management meetings and reports back to hi/her team.
- Encourages his/her staff to be actively involved in the day-to-day activities of the Ministry
- Prepare and implement five (5) year strategic plan and budget for the department

5. DEPARTMENT OF POSTAL SERVICE

Major Duties and Responsibilities

The Department of Postal Service is responsible for: -

- Prepare a roadmap for the implementation of the establishment of a national post office with full pledged infrastructure for inbound and outbound postal service carrier.
- Develop a legal framework for Providing Postal Service
- Regulate Private postal carriers
- Boost the relationship between the Ministry and private post carriers
- Work with the National Bank for the implementation of different stamp services essential for the implementation self-sufficient post office in Somaliland
- Boost the International Postal Services
- Strengthen the relationship between Somaliland Postal Service with the regional countries
- Prepare the current staff for the implementation of full-pledged Somaliland postal service
- Lead with an extra commitment to the implementation of the government e-Government system initiatives that which is pertaining to the post service.
- Prepare and get approval the working structure of his/her department and implement accordingly

- Delegating some of the less important and less urgent tasks to the section heads and other departments.
- Does whatever the Minister and Director General delegate him/her in a timely fashion
- Holds continue meeting with his team and reports to the Ministry top management officials
- Participates on behalf of the department all Ministry weekly meetings and top-level management meetings and reports back to hi/her team.
- Encourages his/her staff to be actively involved in the day-to-day activities of the Ministry
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6. DEPARTMENT OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Major Duties and Responsibilities

The Department of Human Resource Management and Development is responsible for: -

- Managing the overall Management and development of the employees of the Ministry
- Prepare an action plan for internal employee's capacity building in collaboration with other department heads of the Ministry.
- Prepare schedule for continues staff awareness building within the Ministry in collaboration with the Finance and admin department and the Director General.
- Prepare Bi-monthly report of the staff job attendance before the disbursement of the monthly salary.
- Closely follow employee job performance and suggest promotion and reward schemes within the Ministry.
- Develop quarterly staff performance appraisal report
- Deals with the review of scheme of service, job allocation, performance appraisal, employment, discipline and productivity improvement.
- Maintains professional record of the employees of the Ministry.
- Work closely with the CSI in finding staff capacity building trainings specific to the ministry
- Support other Department in Managing employees of the Ministry.
- Prepare and get approval the working structure of his/her department and implement accordingly.
- Delegating some of the less important and less urgent tasks to the section heads and other department.
- Does whatever the Minister and Director General Delegates him/her in timely fashion.
- Holds continues meeting with his team and reports to the Ministry top management officials.
- Participates on behalf of the department all Ministry weekly meeting and top level management meetings and reports back to hi/her team.
- Encourages hi/her staff to be actively involved in the day-to-day activities of the Ministry.

- In collaboration with Department of Policy Planning, Monitoring and Evaluation, prepare and implement five (5) year strategic plan and budget for the department.
- Prepare and implement a comprehensive monitoring and evaluation system and tools for the Department.
- In collaboration with the Human resource development department prepare and implement the capacity development for all department staff based on the needs assessment and in-line with the Civil Service Commission (CSC) guidelines and requirements.
- Preparation of the annual financial estimates of the department in consultation with the heads of sections.
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7. DEPARTMENT OF PLANNING, STATISTICS AND MONITORING AND EVALUATION

Major Duties and Responsibilities

The Department of planning, statistics and monitoring and evaluation department is responsible for:

- Raise the awareness of the Ministry employees for the Ministry plan and budget to boost the trust and commitment of the employees of the Ministry.
- Present the Approved plan of action prepared by the different departments of the Ministry to all over the employees of the Ministry.
- Prepare the quarter plan of the Ministry in collaboration with all other departments of the Ministry.
- Preparing 5 years' strategic plan for Ministry in line with the National Development Plan
- Coordinating formulation and preparation of the Ministry's medium term strategic plan, annual action plans and budgets
- Coordinating formulating, reviewing, implementation and monitoring of Ministry's policies; and ensure they are consistent with national policies, frameworks and strategies
- Preparing annual work plans, developmental Programs for Ministry and strategy documents for the departments
- Providing technical guidance and support for institutionalization of strategic planning and budgeting process within the Ministry.
- Coordinating technical inputs from all departments and works closely with them to develop organization's strategic plan and implementation guidelines, and ensures copies are made available to all departments
- Reviewing existing policies and ensuring their compliance with current laws and regulations
- Providing guidance on the integration of governance issues into development planning, organizing and coordinating periodic work-plans

- Build capacity of the Ministry in the area of policy and strategy plan adaptation and implementation
- Prepare and get approval the working structure of his/her department and implement accordingly.
- Delegating some of the less important and less urgent tasks to the section heads and other department.
- Does whatever the Minister and Director General Delegates him/her in timely fashion.
- Holds continues meeting with his team and reports to the Ministry top management officials.
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8. DEPARTMENT OF ADMIN AND FINANCE

Major Duties and Responsibilities

The Department of Admin and Finance department is responsible for: -

- To ensure the availability of services and facilities necessary to support the administrative and other functions of the Ministry.
- To safeguard the interest of the Ministry in all financial transactions
- In collaboration with the HRM department to ensure that staff with requisite background for all types of work in the Ministry are recruited in collaboration with the CSI, trained, re-trained, motivated and developed on a continuing basis for the efficient discharge of their duties
- Overseeing and leading the annual budgeting and planning process
- Actively reviewing all financial plans and budgets, including preparing financial information for programs and projects underway in the Ministry.

- Establishing effective financial and accounting system standards and controls for the Ministry.
- Prepare, review and update a resource Allocation Framework for effective allocation of financial resources within the Ministry.
- Prepare detailed expenditure budgets and summary budget tables and share with Management of the Ministry.
- Develop work plans and set performance targets for finance & admin staff of Admin and Finance Department.
- Carry out scheduled staff development meetings within the Department.
- Organize and plan for staff development and training in the Finance and Administration department
- Prepare and review various financial budgeting and reporting documents to ensure they are in line with approved budget submitted to relevant stakeholders/ donors/ partners
- Prepare financial forecasts of income and expenditure for the Ministry.
- To ensure the availability of services and facilities necessary to support the administrative and other functions of the Ministry.
- Plans, organizes and co-ordinates the procurement of supplies, materials, equipment and services for the ministry
- Develops, implements and monitors a procurement plan for the Ministry
- Advise on the appropriate procurement methods to be used for procurement of goods and consultancy services under the project
- Manages the procurement process and ensures all procurement activities comply with applicable laws, regulations, policies and procedures of the Ministry and the Procurement Authority.
- Develop and execute strategies that are intended to create and uphold a positive public image for the Ministry.
- Deliverer the ministry's activities to the public and international Media
- Monitoring news from the ministry
- Documentation and dissemination of awareness or ministry messages.
- Providing information and documents to the public and media on the Ministry activities.
- Making transparent the works and activities of the Ministry both to the public as well as local and international institutions
- Collecting, processing and publishing information on works and activities of the Ministry
- Supervising and maintaining official webpage of the Ministry including (Facebook page, Twitter and other social media) of the Ministry.
- Preparing materials and brochures for publication and distribution to inform the public on the activity of the Ministry
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- Present the approved plan of action prepared by the different departments of the Ministry to all over the employees of the Ministry.

- Prepare and get approval the working structure of his/her department and implement accordingly.
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