

## **1. Duties and responsibilities of the Department of Trade and Marketing**

- ✓ Conduct Statistics, trainings and specific assignments for department staff
- ✓ Statistics and protection of departmental assets
- ✓ Develop a departmental plan with timelines and show who is doing it
- ✓ Managing and developing the country's overall business such as import regulation and export promotion.
- ✓ Defining and operating free trade zones in the country
- ✓ Improving the relationship between the government and chamber of commerce and businesses
- ✓ Managing public private dialogues activities and strengthening working groups to unite like-minded entrepreneurs.
- ✓ Recognizing and build commissions of entrepreneurs in each country with which we have business relations and liaison with business partners.
- ✓ Recognize and set up commissions for trading companies in other countries with which we have trade relations and connecting commercial attaches
- ✓ Reactivation of the national business fair
- ✓ Product price regulation
- ✓ Looking for markets for the country's products
- ✓ Focus on trade relations between governments and economic blocs.
- ✓ Coordination of commerce ministries in regional states.
- ✓ Trade and insurance policy and law

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## **2. Mandate of Department of Industrial Development of the Ministry of Commerce and Industry FGS**

The department of Industrial Development of Ministry of Commerce and Industry of the Federal Republic of Somalia is the national body for Encouraging, enhancing and supporting the country's industrial development and economy growth to increase employment and business opportunities.

### **VISION:**

- ✓ Implementing industrial revolution, creating and preparing for a national industrial zone.

### **MISSION:**

- ✓ Creating a competitive industrial environment.

- ✓ A long-term solution to the challenges facing industry development in Somalia through industry-related laws and policies.

### **Objectives:**

- ✓ Developing laws, policies and economic areas of the country
- ✓ Creating and promoting an industry competition.
- ✓ Promoting and enhancing the productivity of the country's industry
- ✓ Promote industrial production in the country
- ✓ Environmentally Friendly Industry Support
- ✓ Registration and issuance of Industry licenses
- ✓ Documenting and storing Commercial and Intellectual Property labels.
- ✓ Facilitating and enhancing exports to the country.

### **3. Duties and Responsibilities of The Investment Department**

- ✓ Conduct statistics, training and specific assignments for department staff
- ✓ Statistics and protection of departmental assets
- ✓ Develop a departmental plan with timelines and show who is doing it
- ✓ Develop a work plan, coordinate and operate a national investment commission
- ✓ Investment planning in the country
- ✓ Engaging business partners and attracting foreign investors
- ✓ Working closely with governments and institutions interested in investing in Somalia such as IFC, Economic pillar working group etc.
- ✓ Coordinating investment meetings in the country
- ✓ Development of investment policy
- ✓ Tracking the assets of foreign investors in the country

### **4. Overview of SME's and Cooperatives Department**

The Department of SME and Cooperatives is a division under the Ministry of Commerce and Industry, Federal Republic of Somalia. This department consist two main sections responsible for promotion and expansion of the SME and Cooperative sector.

### **Main Objectives of the Department**

- Improvement of legislative intuitional framework and operational environment for SMEs.
- Improvement the performance of MSEs through support of community-based enterprise development.

- Coordinate, promote and support establishment of linkages and partnerships with other Ministries, Department Agencies and Private Sector to enhance values and benefits from the sector.
- Initiate and formulate policies, legal and strategies for cooperatives and SME development
- Facilitating SMEs to establish new and strengthen existing relationship with their counterparts overseas and generating business opportunities.
- Supervise and monitor cooperatives to ensure they operate within the established cooperative laws and set objectives for the benefit of members.
- Support and facilitate the development of entrepreneurship and SMEs in Somalia

### **Main Function of the Department**

- Creating policy and strategic System that supports SMEs and Cooperatives special on access to finance, Business Development Services, Market and institutional framework for SMEs Development.

#### **5. Duties and Responsibilities of the Department of Planning, Development and International Relations**

- ✓ To prepare for the needs of the department, train and assign duties to department staff
- ✓ To collect materials and protection of Departmental Asset
- ✓ Design of the Department's Plan with fixed assignments and Demonstrate who's doing it
- ✓ Collection, Coordination and follow-up of the Ministry's Plan
- ✓ Monitoring and Evaluation of the Ministry's Plan
- ✓ Developing departmental research, strategies and policies to facilitate its implementation
- ✓ Establishing and finalizing required Business and Industry Laws.
- ✓ Promote the Ministry's International Relations with International, Regional and State Agencies
- ✓ Restoration of Institute of Trade and Industry
- ✓ To Monitoring and Evaluation the Ministry's Road map 2017-2020
- ✓ To issue an annual report to the Ministry

#### **6. Department of Human Resource and Training**

- ✓ Conduct Statistics, training and assign duties to the staff of the department
- ✓ Document Statistics and Safe guard the Departmental assets
- ✓ Developing a departmental roadmap with time-bound tasks and identifying who will do it
- ✓ Administration and general management of ministry staff
- ✓ Creating a modern database to manage and store the data of ministry staff such as records, qualifications, skills, attendance etc.
- ✓ Planning and implementing training for ministry staff
- ✓ Keeping and Storage of employee documents

- ✓ Resolving employee disputes
- ✓ Assignment of duties and Supervising duties given by Work Place Committee and Reward and Ethics Committee of the Ministry
- ✓ Presenting the daily attendance register report by 20<sup>th</sup> every month
- ✓ Coordinating between the Ministry of Labor and National Civil Service Commission
- ✓ Assessment and Standardization of the work skills required by the Ministry

### **7. Responsibilities of the regional affairs department**

- ✓ Conduct Statistics, training and assign duties to the staff of the department
- ✓ Statistics and protection of Department Assets
- ✓ Developing a Department Roadmap with Scheduled Tasks and identifying who will perform them
- ✓ Developing Techniques to Improve Inter-State Relations
- ✓ Data management of the Ministry's assets in the States
- ✓ Expanding Cooperation between the Ministry and the Regional Administrations
- ✓ Collection of Real Estate Business Data
- ✓ Collecting Challenges and Encouraging Regional Business Operations
- ✓ Monitoring the implementation of the country's trade laws

### **8. Responsibilities and Roles of the Administration and Finance Department**

- ✓ Conduct Statistics and preparation of action plans for Department of Admin and Finance staff.
- ✓ Registration, conduct statistics and monitoring of Moci's public property (movable and immovable).
- ✓ Directing, determining, deciding and delegating the various functions of the Department of Administration and Finance.
- ✓ Planning, preparing and managing the financial operations of the moci, in accordance with the laws governing the general financial management of the country.
- ✓ Planning, identifying, coordinating, managing and using the services, resources of the Ministry as well as the delivery of the necessary equipment to moci.
- ✓ Strengthening and modernizing the moci archives / archives section, to facilitate access to and reference, follow-up reports, key documents and traces of moci's various records; to make archives of a data and knowledge to pursue a full and valid.
- ✓ To modernize ICT sector in order to use data moci is in line with the world and make a fight of operations to digital
- ✓ Coordinating and supporting the various departments of moci, to ensure that services are delivered quickly, especially in the areas of administrative and financial impact.

- ✓ Monitoring and monitoring the activities of the department to ensure the smooth running of the department's plans as well as the awareness, implementation and facilitation of applications and plans of other departments.

### **9. Duties and Responsibilities of The Licensing and Business Registration Department**

- ✓ Conduct Statistics, training and specific assignments for staff of the department
- ✓ Statistics and protection of departmental assets
- ✓ Developing a departmental plan with timed tasks and showing who will do it
- ✓ Coordination of 11 indicators of Ease of Doing Business in Somalia.
- ✓ Improving registration and licensing of companies and businesses.
- ✓ storing business registration data and managing data base and e-commerce
- ✓ Statistics, record keeping and promotion of legitimate companies (up to 15,000 by 2019).
- ✓ Increase ministry revenue
- ✓ Owning, training staff and implementing a new federal and state-level business registration database and one-stop-shop.
- ✓ Licensing policy and law

### **10. Duties and Responsibilities of The Department of Public Works and Technology**

- ✓ Conduct statistics, training and specific assignments for department staff
- ✓ Statistics and protection of departmental assets
- ✓ Developing a departmental plan with timed tasks and showing who will do it.
- ✓ Monitoring, statistics and maintenance of buildings and offices Ministry.
- ✓ Clearing and rebuilding the headquarters of the Ministry of Industry
- ✓ Improving the beauty and general cleanliness of the ministry
- ✓ Directing volunteer work by ministry staff in ministry buildings and government facilities.
- ✓ Arranging meeting places for the ministry

### **11. The Department of Seaports, Airports and Cross Border Trade Duties and Responsibilities**

- ✓ Checking Import and Export Licenses and Permits
- ✓ Inspect Commercial Documents (Including Commercial Invoice, Packing list, Certificate of origin, etc.
- ✓ Collecting import and export data and issuing statistical year book
- ✓ Encouraging Local Production to export

- ✓ Managing Import/Export Procedures, Including: Quantity, Quality, Payment terms, Price, Delivery terms, and Trade terms
- ✓ Coordinating and Implementing the Country's Trade Policies
- ✓ Preparing and Implementing Cross Border Trade Strategic planning
- ✓ Empowering women in informal cross border trade
- ✓ Examine Prohibited and Restricted Imports
- ✓ National Border Management Strategy
- ✓ Trade Facilitation Programs
- ✓ Good Collaboration with other Governmental Institutions
- ✓ Sustainable Planning of Cross-Border Cooperation