



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE
MINISTÉRIO DAS FINANÇAS:
Planning and Financial Management Capacity Building Program

Position **Budget Adviser**

Contract No. CA73

Objectives The Budget Adviser will work closely with his/her counterpart, the Manager of Budget Coordination, in the National Directorate of Budget. Activities will involve a mixture of capacity building efforts and capacity support (operational activities) to contribute towards the development of a sustainable budget process with a sound policy basis and transparent documentation. This will include building the capacity of staff to manage the budget process (including the budget related outputs of line-ministries) but will also require, from time to time, the provision of capacity support in the actual day to day operations.

Reporting National Director – Budget Directorate
Senior Management Adviser, State Finances
PIO-PFMCBP (for contract administration purposes)

Counterparts Manager Budget Coordination

Duration Twelve months

Location Ministry of Finance, Dili, Timor Leste

Selection Criteria

Education

Essential: Bachelor's or master's degree from a recognized institution in a field relevant to the position. Candidates without this requirement need not apply.

Experience

Essential: Experience in working in developing country Government Budget division. Candidates without this requirement need not apply

Other Essential Qualities /Competencies

- At least five years experience in a public financial work environment, within a central agency a Treasury or Budget Unit. Candidates without this requirement need not apply
- Ability to work with national staff to build cooperative and productive team and individual relationships (with national staff and other advisors), incorporating capacity building approaches.
- Excellent oral and written communications and with good command of the English language. Fluency to communicate both verbally and written in Tetum and/or Portuguese would be an advantage. Willingness to undertake further language training in at least one of the two.

Capacity Building Competencies and Experiences

The Adviser should be familiar with the principles and techniques involved with adult learning, and understand capacity building methodologies. The adviser must possess excellent oral and written communication skills and be experienced in designing and providing on-the-job training. The adviser should be able to demonstrate experience in developing and delivering outcomes based capacity building activities, from the needs analysis stage through to execution, evaluation and analysis of ongoing support requirements.

In addition:

- A commitment to supporting Timorese staff to achieve the outcomes and objectives of the Ministry;
- Committed to training and promoting the professional development of the Ministry's staff;
- Recognition and respect of peers, and a demonstrated ability to interact effectively and collegially with peers at all levels;
- Demonstrated ability to make sound judgments on capacity issues that will require management referral and guidance;
- Demonstrated ability to work effectively in a mentoring role;
- Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing;
- Demonstrated ability to assist and support the development of useful processes and procedures within the unit to implement effectively the work program;
- Demonstrated ability to transfer skills and knowledge – previous training or teaching experience a plus;
- Demonstrated ability to adapt to challenges in the workplace, including finding creative solutions; and,
- Familiarity with Timor-Leste and Timorese culture and/or willingness to acquire it.

Project Background

The Ministry of Finance of the Government of the Democratic Republic of Timor-Leste¹ is looking to recruit a Senior Budget Adviser for its Planning and Financial Management Capacity Building Program (PFMBP). PFMCBP is a five-year technical assistance program supported by a grant from the International Development Association and a co-financing Multi-Donor Trust Fund. The Program started in late 2006, and is scheduled to close in July 2011. PFMCBP provides technical assistance to *sustainably strengthen planning, budgeting, public expenditure management and revenue administration for growth and poverty reduction, with emphasis on efficiency, effectiveness, accountability, integrity, service culture, and transparency.*²

PFMCBP has assisted the Government of Timor-Leste take forward an important reform agenda. Key achievements include implementation of a major reorganization of the Ministry of Finance; strengthening public expenditure management through simplification and strengthening of treasury systems and processes, and increased delegation of authority to line ministries; improved revenue management, including increased transparency in tax administration and reinforcing Petroleum Tax administration; and a gradual improvement in macroeconomic planning. There are important challenges ahead as the Ministry of Finance implements a strong reform program in a capacity constrained environment. PFMCBP itself has a challenge to build capacity and enable an increased transfer of responsibility to Timorese public servants.

The Ministry of Finance is responsible for the strategic management of PFMCBP, through its Senior Management Committee chaired by the Minister of Finance. There is a dedicated Program Implementation Unit that is responsible for day-to-day program management and implementation which has been integrated recently into the newly established Directorate General Corporate Services. A Supervisory Committee of donors to PFMCBP, also chaired by the Minister of Finance, provides regular oversight on program implementation and achievements. The World Bank is responsible for program supervision, to ensure it is aligned with agreed objectives and financing agreements.

Scope of Work

A. *Core tasks*

With counterparts, manage the day to day operations of Budget Unit:

- Build the capacity in local staff to produce appropriate budget outputs, including the preparation, management and execution of an accurate and timely Budget
- Build up the capacity of local staff to oversee the management of line Ministry budgets and build the capacity of the team to work closely with other areas of the Ministry in providing an integrated approach to line Ministries

¹ For more information on the Ministry of Finance, please visit: www.mof.gov.tl

² For more information on PFMCBP, please visit:

<http://web.worldbank.org/external/projects/main?Projectid=P092484&Type=Overview&theSitePK=40941&menuPK=64282134&pagePK=64283627&piPK=64290415>

- Simplify budget systems for budget office and line agencies and assist with the integration of the MoF services to Line Ministries in the areas of budgeting, planning, treasury functions and procurement
- Develop user friendly documentation outlining systems and processes in English (translated into local languages Portugal and Tetun) in particular revise the existing budget manual
- Assist National Budget Directorate Office staff to provide advice to the GoTL on portfolio budget issues
- Contribute to the development of a robust planning and budgeting system, while working towards the alignment and synchronisation of planning and budgeting processes
- Support Budget Office staff to strengthen relationships between Budget Office and line ministries including facilitating regular consultation between stakeholders on Budget process and feedback sessions on Budget outcomes and execution data
- In consultation with the Professional Development Program director, identify training needs for staff in the National Directorate of the Budget and Planning and develop strategies to secure the necessary skills needed to ensure the long term viability of the National Budget Directorate
- Perform such other technical and inline functions as may be required by the Program Services Directorate or the Ministry of Finance.

B. Capacity building functions

The Adviser will be expected to incorporate the three pillar approach to capacity building in all aspects of his/her work with Timorese counterparts. The Adviser shall model transparency and accountability in his/her own behavior, and by focusing on development of skills and systems, together with support to behavioral and attitudinal change, the adviser shall help to build capacity:

- Jointly with the Program Implementation Officer, develop an agreed capacity building workplan (based on the Adviser's own workplan), to incorporate operational activities and capacity building into the core specific activities to be undertaken. Regularly review and revise the workplan;
- Agree on specific tasks within activities for which national counterparts will be responsible; agree on methodology and monitorable indicators for assessing progress on agreed tasks, and for providing feedback to staff;
- Increase, incrementally, the level and number of tasks for which national incumbents are responsible, commensurate with progress/improvements in technical and functional capabilities.

Key Deliverables

- Assignment Workplan within four weeks of commencement
- Assignment fixed Leave Plan within four weeks of commencement
- Capacity Building Workplan within six weeks of commencement
- Weekly progress report on the closure of carryover liabilities.

- Reports and memoranda recommending required actions (including legal action)
- Updated systems and processes for budget book presentation.
- Monthly Progress Reports to the National Director of Budget and the DG for State Finances, copied the SMA for State Finances, against the Work Plan
- End of Assignment report to the PIO no later than 10 working days prior to the end of contract

Performance Evaluation

Performance of the Budget Adviser will be assessed by the National Director of Budget and the SMA for State Finances in accordance with the performance review framework for advisors in place in the Ministry.

There is probation period of three months.

Application procedure

Please visit our website at www.mof.gov.tl and go to 'Employment Opportunity' to learn about our recruitment process and your **application requirements** including how to **address the Selection Criteria** in your application.

Applications must be sent to our Programme Implementation Officer-PFMCBP at email address, pfmcbp@mof.gov.tl, no later than **17:00hours Timor-Leste time on, 22nd February 2010**. Applications should include a covering letter and a detailed resume of no more than 7 pages. All applicants must also complete the Competency Framework Matrix below delineating how they have met the requirements. We do not expect that you would just cut and paste from your resume but rather explain concisely and succinctly how you have met these competences, possibly providing brief examples etc.

Only short-listed candidates will be contacted.

Competency Framework for the Position of Budget Advisor

Competencies	Please describe how you have met these competencies
Bachelor's or Master's degree from a recognized institution in a field relevant to the position	
Experience in working in developing country Government Budget division is essential.	
At least five years experience in a public financial work environment, within a central agency a Treasury or Budget Unit.	
Ability to work with national staff to build cooperative and productive team and individual relationships (with national staff and other advisors), incorporating capacity building approaches.	
Excellent oral and written communications and with good command of the English language. Fluency to communicate both verbally and written in Tetum and/or Portuguese would be an advantage. Willingness to undertake further language training in Tetum or Portuguese if offered the position.	
The Adviser should be familiar with the principles and techniques involved with adult learning, and understand capacity building methodologies.	
The adviser must possess excellent oral and written communication skills and be experienced in designing and providing on-the-job training.	
The adviser should be able to demonstrate experience in developing and delivering outcomes based capacity building activities, from the needs analysis stage through to execution, evaluation and analysis of ongoing support requirements.	