



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

**Position**      **Expenditure Review Adviser**

**Objectives**      Produce sound analysis and review of public expenditure to inform budget preparation and implementation by strengthening staff and institutional capacity of the newly established Expenditure Review Unit in the Budget Directorate, and by providing technical inputs as required.

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

**Counterpart**      Head, Expenditure Review Unit

**Duration**      Twelve months

**Location**      Ministry of Finance, Dili, East Timor

### **Selection Criteria**

- At least a Bachelor's degree (but preferably a Master's) in a relevant field (e.g. in Economics, Accounting, Finance, Business Management) from a recognized university/institution.
- At least five years experience of working on public expenditure management in a central fiscal agency or planning office in a developing country context, with in depth understanding of budget and treasury institutions, systems and processes.
- Demonstrated technical knowledge of public expenditure review techniques and methodologies applied across sectors and types of expenditure.
- Demonstrated ability to conduct in depth public expenditure review, with practical application in informing policy decisions around budget preparation and implementation.
- Excellent oral and written communication skills, including ability to communicate clearly technical comments and policy advice to non-technical audiences.
- Excellent interpersonal skills including experience of coaching, mentoring and building skills through on-the-job training and role modeling.
- Demonstrated ability to work in a challenging and capacity constrained environment to deliver capacity development outcomes.

## **Project Background**

The Ministry of Finance of the Government of the Democratic Republic of Timor-Leste intends to recruit an **Expenditure Review 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 end in June 2011. PFMCBP provides technical assistance to strengthen capacity in the Ministry of Finance for prudent, effective and accountable planning and management of public finances to promote growth and poverty reduction. .

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 Consultative Council for Financial Management 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**

### ***Work with Head of Expenditure Review Unit to establish institutional structure***

- Help develop a work plan with actions needed to deliver on technical responsibilities and objectives of the ERU as set out in the MOF Organic Law, Budget Directorate Diploma Ministerial, and other relevant documents.
- Design specific ERU outputs (e.g. monthly expenditure review and budget execution) that can help feed into the budget preparation process or regularly inform management on budget implementation.
- Develop user friendly documentation outlining systems and processes in English (translated into local languages Portugal and Tetun).
- Clarify job descriptions and staff responsibilities on the basis of this building and building on existing work programs.
- Strengthen linkages between the ERU and other entities including relevant MOF Directorates, line ministries, and other government agencies to institutionalize ERU's work.

### ***Strengthen staff capacity to undertake expenditure review***

- Put together training and skills development needs based on technical requirements in ERU.
- Help develop training plan and agree required support, including under the PFM CBP Professional Development Plan.
- Develop technical guidance notes for staff on selected topics to enable them to undertake their work.
- Provide regular on-the-job training to strengthen staff capacity in expenditure review and analysis.
- Agree on methodology and 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.
- Provide mentoring and coaching support for the Head of the ERU to manage and oversee the implementation of the Unit's work program.

### ***Provide operational support and technical inputs as required***

- Provide specific technical public expenditure reviews and analyses as required by the Ministry.
- Identify critical issues around resource allocation and budget execution, and make recommendations to inform discussions around budget preparation and implementation.
- Provide in line support to the Budget Directorate as required.

### **Key Deliverables**

- Prepare Assignment Workplan within four weeks of commencement
- Prepare Capacity Building Workplan within six weeks of commencement
- Coordinate the production of monthly expenditure review and budget execution reports for the attention of the Minister of Finance.
- Coordinate the production of quarterly budget execution report for Parliament.
- Coordinate the production of least one detailed public expenditure review per year.
- Provide advice and training on the design, implementation and delivery of all of the above, including development of technical guidance notes.
- Prepare weekly progress report on the closure of carryover liabilities; prepare related reports and memoranda recommending required actions.
- Assist in updating internal systems and processes for expenditure reviews.
- Prepare Monthly Progress Reports to the National Director of Budget, the DG for State Finance and the SMA for State Finance and copied to the Senior Program Manager PFM CBP, against the agreed Work Plan
- Prepare End of Assignment Report to the PIU no later than 10 working days prior to the end of contract

## **Performance Evaluation**

Performance of the Expenditure Adviser will be assessed by the National Director of Budget and the SMA for State Finance in collaboration with the Senior Program Manager of the PFMCBP in accordance with the performance review framework for advisors in place in the PFMCBP.

There is probation period of three months.

## **Application procedure**

Please visit our website at [www.mof.gov.tl](http://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](mailto:pfmcbp@mof.gov.tl), no later than **26<sup>th</sup> March 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 |
|---|---|
| At least a Bachelor's degree (but preferably a Master's) in a relevant field (e.g. in Economics, Accounting, Finance, Business Management) from a recognized university/institution.  |   |
| At least five years experience of working on public expenditure management in a central fiscal agency or planning office in a developing country context, with in depth understanding of budget and treasury institutions, systems and processes. |   |
| Demonstrated technical knowledge of public expenditure review techniques and methodologies applied across sectors and types of expenditure.   |   |
| Demonstrated ability to conduct in depth public expenditure review, with practical application in informing policy decisions around budget preparation and implementation.  |   |
| Excellent oral and written communication skills, including ability to communicate clearly technical comments and policy advice to non-technical audiences.  |   |
| Excellent interpersonal skills including experience of coaching, mentoring and building skills through on-the-job training and role modeling.   |   |
| Demonstrated ability to work in a challenging and capacity constrained environment to deliver capacity development outcomes.  |   |

