



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

Position	Senior Management Adviser for Revenue and Customs
Contract No.	DGRC 26
Objectives	<p>Provide policy and technical advice to the Minister of Finance on matters that relate to Revenue and Customs Services Directorate (DGRC) functions. Similarly, the Senior Management Adviser shall support the Minister in dispensing her ministerial functions as well as support the efficient management of the Ministry.</p> <p>Strengthen staff and institutional capacity in DGRC to perform its mandate. Lead and manage PFMCBP consultants in DGRC to ensure capacity development and effective use of TA through the program's TA performance management system.</p>
Reporting	Minister of Finance PFM Adviser to the Minister
Counterpart	Director-General for Revenue and Customs
Supervision	TAs under DGRC
Duration	To June 2011
Location	Directorate General of Revenue and Customs, Ministry of Finance, Dili, Timor-Leste

Selection Criteria

Essential. Candidates not meeting these essential requirements need not apply

- Minimum of ten (10) years experience of policy processes and advice at senior levels in public sector institutions, preferably Ministries of Finance.
- Proven ability to develop and manage Revenue and Customs agendas at the highest levels.
- Strong leadership and management skills. Experience of managing organizational change an advantage.
- Excellent oral and written communication skills, including ability to communicate clearly technical concepts and policy advice to non-technical audiences.

- Strong analytical skills as well as excellent interpersonal skills including experience of coaching, mentoring and building skills through on-the job training and role modeling.
- Advanced University degree (PhD, Masters or equivalent) in Economics, Finance, Public Policy/Administration, or related fields as well as extensive experience in Revenue and Customs administration, management and public financial management.

Desirable

- Experience of conducting analysis and providing advice on development issues and policies of natural resource rich countries.
- Excellent English skills and a willingness to learn Tetum or Portuguese.

Project Background

The Ministry of Finance of the Government of the Democratic Republic of Timor-Leste¹ is looking to recruit a Senior Management Adviser for Revenue and Customs for its Planning and Financial Management Capacity Building Program (PFMCBP). 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 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.

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>

Scope of Work

Working with the DG to strengthen leadership and management capacity through:

- On-the-job-training, coaching, and mentoring, including advice on business standards for DGRC;
- Development of a DG-wide work program and a performance monitoring system;
- Support to completing appointments for staff across the DG;
- Support for implementing the staff performance management system and any other civil service reform measures around ethics, professionalism, accountability and transparency.

Managing consultants' performance to ensure staff and institutional capacity development across all National Directorates of DGRC through:

- Supervision of and reporting on implementation of the Institutional Development Capacity Building Plan in DGRC.
- Assistance in monitoring and evaluating capacity building activities of consultants in DGRC.
- Management of consultants in DGRC, including implementation of the program's performance management system for consultants.

Providing operational support as required through:

- Technical support and advice to the DG and National Directors in DGRC including assistance with Revenue and Customs analysis papers and briefs;
- Organization of seminars and workshops on topics of Revenue and Customs relevance to Timor-Leste;
- Creation of networks to source Revenue and Customs advisory support to enhance the institutional capacity of DGRC;
- Policy advice to the Minister of Finance through the DG on policy issues related to implementation of Timor-Leste's medium-term development strategy.

Key Deliverables

- Assignment Work Plan, with specific timelines and expected outcomes within 4 weeks of commencement.
- Assignment Leave Workplan.
- DG-wide work program and performance monitoring system.
- Business standards for DGRC operations.
- Strategic Plan for DGRC with implementation timeline as part of the Ministry of Finance's Strategic Plan.
- Semi-annual report on implementation of Institutional Development Capacity Building Plan.
- Semi-annual report and recommendations on performance of DGRC consultants.
- Seminars and workshops to discuss Revenue and Customs issues relevant to the Ministry of Finance.

The Senior Management Adviser for Revenue and Customs will provide monthly Work Plan Progress Reports to the Director General for Revenue and Customs, and PFM Adviser to the Minister, with copy to PIO, on the progress and/or completion of the activities outlined in the Work Plan.

The Adviser will provide an End of Assignment report to the PIO, with copy to the Director General for Revenue and Customs, and PFM Adviser to the Minister, no later than 10 working days prior to the end of contract.

Performance Evaluation

Performance of the Senior Management Adviser for Revenue and Customs will be assessed by the Director General for Revenue and Customs, and the PFM Adviser to the Minister 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 Senior Management Adviser

Competencies	Please describe how you have met these competencies
Minimum of ten (10) years experience of policy processes and advice at senior levels in public sector institutions, preferably Ministries of Finance.	
Advanced University degree (PhD, Masters or equivalent) in Economics, Finance, Public Policy/Administration, or related fields as well as extensive experience in Revenue and Customs administration, management and public financial management	
Proven ability to develop and manage Revenue and Customs agendas at the highest levels.	
Strong leadership and management skills. Experience of managing organizational change an advantage.	
Excellent oral and written communication skills, including ability to communicate clearly technical concepts and policy advice to non-technical audiences.	
Strong analytical skills as well as excellent interpersonal skills including experience of coaching, mentoring and building skills through on-the job training and role modeling.	
Experience of conducting analysis and providing advice on development issues and policies of natural resource rich countries.	
Excellent English skills and a willingness to learn Tetum or Portuguese.	