



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

**Position**      **Senior Budget Adviser**

**Contract No. CA40**

**Objectives**      To undertake a mixture of capacity building efforts and capacity support (operational activities), aimed at building institutional capacity in the National Directorate of Budget and in particular to support the newly appointed Director of Budget

**Reporting**      Director-General for State Finances  
Senior Management Adviser, State Finances  
PIO-PFMCBP

**Counterparts** National Director, Budget Directorate

**Duration**      To 30 June 2011

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

### **Selection Criteria**

**Essential** Candidates not meeting these essential requirements need not apply

- A University degree, (preferably a Master's) in a field relevant to the position and at least 12 years in a public financial work environment, within a central agency, a Treasury or Budget Unit.
- Experience working in a developing country in a government budget division, with knowledge of capacity development approaches
- Significant experience in the development and execution of national budgets
- Significant experience in supporting the implementation of a new structure, systems and processes
- Significant experience in the development of new systems and processes, specifically FMIS with the objective to devolve the budget preparation to line agencies
- Demonstrated ability to plan and conduct capacity building strategies for staff including adult learning methodologies for the transfer of skills and knowledge
- Proven track record in the development and implementation of a client focused work culture
- Proven ability to approach problem solving in a culturally sensitive manner to ensure cooperation, ownership and acceptance
- Fluency in English

## Desirable

- Knowledge of Tetum, Portuguese or Bahasa Indonesia.

## Project Background

The Ministry of Finance of the Government of the Democratic Republic of Timor-Leste<sup>1</sup> 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.*<sup>2</sup>

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

The Senior Budget Adviser will work to build the capacity of his/her counterparts, the Director of Budget Directorate and the Director of Planning (Expenditure Review). Activities will involve a mixture of capacity building efforts and capacity support (operational activities), aimed at building institutional capacity in the planning / expenditure review directorate, and contributing to the development of a budgeting system which encompasses a robust planning process. Key areas of focus include managing the integration of the work of the Planning / Expenditure Review Directorate with the Budget Directorate, working to enhance coordination and client focus in dealings with line ministries, and assist with the development of a strong and

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<sup>1</sup> For more information on the Ministry of Finance, please visit: [www.mof.gov.tl](http://www.mof.gov.tl)

<sup>2</sup> 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>

integrated planning and budget system. The Lead Adviser will also assist the National Director to coordinate the work of the other Budget Advisers

The position involves work with national counterparts to ensure that the following tasks are managed:

- Where requested, report to and advise the Senior Management and on matters of budget design and execution;
- Develop the management and leadership skills of the National Director, focusing in particular on:
  - clear comprehension of his core roles and responsibilities;
  - identifying how directorate workflows fit into these roles and responsibilities;
  - effective delegation;
  - realistic workload assessment and planning; and
  - inculcating some basic concepts of team-building.
- Support the development and execution of the national budget in line with the budget guidelines;
- Assist in the integration of the services provided by the Ministry to Line Ministries in the areas of budgeting, planning, treasury functions and procurement.
- Build capacity within the budget and expenditure review units with a view to, over time, a greater percentage of the work of the units can be undertaken independently by national staff,
- Build the capacity of local staff to oversee the management of line Ministry budget processes;
- Support the development of new systems and processes as the budget design is gradually computerised onto the FMIS and devolved to line agencies;
- Provide advice and support to the implementation of the performance budgeting element of the FMIS;
- To instill and further develop a client focus culture in the budget and expenditure review units.
- Provide advice on the budgetary impacts of various government initiatives to the Minister for Finance;
- Provide holistic/ strategic advice on ministry issues, as requested; and,
- 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.

## **Key Deliverables**

- Assignment Work Plan for the duration of the contract within four weeks of commencement
- Managerial strengthening program for the National Director of Budget to be approved by the SMA and DG

- Integration of services from MOF to line ministries.
- Updated systems and processes for budget book presentation.
- Reports and memoranda recommending required actions (including legal action)
- 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 Senior Budget Adviser will be assessed by the Director-General for State Finances 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](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 **17:00hours Timor-Leste time on, 22<sup>nd</sup> 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 Budget Advisor

Competencies	Please describe how you have met these competencies
A University degree, (preferably a Master's) in a field relevant to the position and at least 12 years in a public financial work environment, within a central agency, a Treasury or Budget Unit.	
Experience working in a developing country in a government budget division, with knowledge of capacity development approaches.	
Significant experience in the development and execution of national budgets.	
Significant experience in supporting the implementation of a new structure, systems and processes.	
Significant experience in the development of new systems and processes, specifically FMIS with the objective to devolve the budget preparation to line agencies.	
Demonstrated ability to plan and conduct capacity building strategies for staff including adult learning methodologies for the transfer of skills and knowledge.	
Proven track record in the development and implementation of a client focused work culture.	
Proven ability to approach problem solving in a culturally sensitive manner to ensure cooperation, ownership and acceptance.	
Fluency in English	
Support the development and execution of the national budget in line with the budget guidelines;	
Assist in the integration of the services provided by the Ministry to Line Ministries in the areas of budgeting, planning, treasury functions and procurement.	
Build capacity within the budget and expenditure review units with a view to, over time, a greater percentage of the work of the units can be undertaken independently by national staff.	
Build the capacity of local staff to oversee the management of line Ministry budget processes.	

Support the development of new systems and processes as the budget design is gradually computerised onto the FMIS and devolved to line agencies.	
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