

About the Program

Provincial Support Programme is the flagship programme of Province 1 government supported by the Swiss Agency for Development and Cooperation (SDC). It is implemented by the Office of the Chief Minister and Council of Ministers (OCMCM) in province 1. PSP aims to contribute to Nepal's successful transition to federalism by promoting platforms for inter-governmental cooperation and deliberative processes, and by fostering implementation capacities and strengthening close relationships with citizens in Province 1.

PSP comprises three Outcome that includes:

Outcome 1: strengthening of Province 1's legislative, policy making, administrative, fiscal management and service delivery functions;

Outcome 2: building of inter-governmental strategic partnerships between local and province level authorities through prioritized development projects; and

Outcome 3: working with province government and legislative authorities to enhance their accountability towards their constituencies, namely fostering greater inclusion of women and disadvantaged groups in decision making processes.

To assist the implementation of the programme, PSP is willing to recruit a professional, dedicated, and qualified experts for the position of Governance and Public Administration Specialist and Public financial Management and Reform Specialist. The following terms of reference specifically correspond to the specified full-time position based in Biratnagar, Province 1.

POSTIONS

1. Public Financial Management & Reform Specialist (1 Position)

Duties and Responsibilities

Working closely with and under the direction of the PMU, Programme Director (PD) and the Programme Manager (PM)/Team Leader, the Financial Management and Reform Specialist will provide technical assistance (TA), advisory and quality assurance support to province level authorities – OCMCM, the Province Treasury Department and line ministries on Public Financial Management (PFM) reforms. More specifically, the Financial Management and Reform Specialist will be responsible for:

- Technically advising the drafting of PFM policies, systems and procedures at Province level;
- Technically assisting in the drafting and implementation of multi-sectoral taxation policies and public communication strategies related to the introduction of new taxation policies;
- Jointly with PMU and OCMCM ensuring quality of (SG-LG) fiscal transfer mechanisms, annual budget planning, mid-term expenditure frameworks and their compliance with legislative standards, deadlines and procedures;
- Providing guidance and backstopping national consultants in the institutionalization of systematized PFM systems and procedures within OCM, treasury and line ministries; where relevant, identifying innovative methods and approaches for making existing/new PFM systems more efficient and effective, including ICT enabled approaches/ management tools;
- Knowledge and understanding of provincial plan budget formulation process and budget support modalities
- In consultation with PMU and coordination with PLGSP developing capacity building approaches on PFM needs for OCMCM and line ministry officials; technically supervising the design of modular courses as per PFM capacity building needs (e.g. legislative compliance, transfer mechanisms, budget monitoring and review, taxation, expenditure and revenue systems, ICT enabled procurement / tender competitions, cost-benefit analytics, open budgeting standards etc.);
- In collaboration with PM, developing budgeting and financial management system for programme's needs; tailoring system efficiency to specific disbursement modalities;
- In collaboration with GESI Specialist, ensuring that annual budgets are GESI sensitive and co-facilitating the implementation GESI budget appraisals;
- Executing and following up on programme's annual internal audits and address relevant changes;

- Compiling activity related periodic, annual and semi-annual progress reports as requested by the PD and PM;
- Identifying knowledge sharing on good PFM and budgeting practices developed by SG authorities and the programme;
- Reviewing audited financial statement, assessing auditor competence and following up on issues resulting from the audits;
- Supporting the PD and the PM in all administrative and day-to-day tasks related to the successful financial management of the programme.

Qualifications and Experience

- A University degree in Economics, Finance, Accounting, Public Policy and Administration or equivalent.
- At least 10 years of practical experience in implementing PFM reform programmes and projects, including inter-governmental PFM strategies, action plans and capacity building initiatives.
- Knowledgeable about current issues/methods/approaches in financial management, including those relating to the public sector, fiscal decentralization and other cross-cutting governance issues (e.g. procurement, public sector management, output based budgeting; public sector accounting systems; audit (internal and external); revenue collection; taxation; payroll and pension; public procurement; anti-corruption; legislation, regulation, law enforcement; civil service reforms).
- Demonstrated experience in evaluating audits, assessing auditor competence, and following up on issues resulting from the audits.
- Ability to conceptualize, design, implement and supervise PFM related capacity building initiatives.
- Knowledge and understanding of planning, budgeting and inter-governmental fiscal transfer system
- A good understanding and ideally implementation experience in optimizing the use of information technology in public sector financial management processes.
- Ability to interpret financial and project management reports and to determine appropriate remedial actions.
- Strong planning, organization and time management skills required to facilitate teamwork and to contribute towards a common goal.
- Strong analytical capabilities and proven skills to deal with FM issues innovatively and independently.
- Very good team work, communication, multi-tasking and facilitation skills, adaptability to dynamic and potentially unstable institutional environments.
- Full working knowledge of English and excellent report writing skills.

Terms and Conditions for Employment

Full-time position contracted for two-years with onset 6-month probation period. Competitive salary to be negotiated.

2. Governance and Public Administration Specialist (1 Position)

Duties and Responsibilities

Working closely with and under the direction of the PMU, Programme Director, and the Programme Manager, the Governance and Public Administration Specialist will provide technical assistance (TA) support to province level authorities – OCMCM, line ministries and province Assembly on Programme related tasks as follows:

- Provides technical leadership and advisory support on concepts and implementation modalities for establishing transformational governance, legislative, organizational, administrative, human resource systems, policies and procedures at province level;
- Conducts strategic planning, oversees timely implementation of deliverables and respective reporting on inputs and activities related to Outputs 1.1, 1.2, 2.1, 3.1 as per Programme's Logical Framework;
- Jointly with PMU oversees the development of SG's policies, procedures and tools for social inclusion and constructive citizen and civil society engagement in SG's decision-making processes;
- Develops and/or guides corresponding design and implementation of training modules on good governance, organizational management, human resources and capacity development, civic engagement topics, recruits qualified trainers;
- Conceptually oversees the redesign of the SG's website per modern citizen-centric standards ensuring the integration of open/transparent government principles, meaningful participatory content (e.g. introduction of feedback, e-polling, topical information campaigns, discussion fora etc.);

- In line with the Constitution, contributes to the development of constructive inter-governmental coordination concepts, institutional knowledge management and knowledge sharing tools and consultative mechanisms (e.g. Province Coordination Council thematic working groups, Province and local government strategic partnerships, inter-province knowledge and good practice sharing platforms etc.);
- Technically assists the PMU in developing SG's partnerships with universities on innovative knowledge management policies, systems, platforms and products;
- Technically assists the PMU in developing SG's constructive relations with civil society organisations and media, exploring the idea of developing a transparent, online CSO Registry system;
- Technically supports the PA in the development and publishing of PA's Code of conduct and Procedural Guidelines for PA Committees (agenda-setting, consensus building, expert and public hearings, medial relations);
- Technically supports the design and implementation of PA's annual self-assessment (ASA) to identify its training needs, priorities;
- In coordination with PLGSP and based on ASA needs, develops customized training course(s) for PA Committee Heads/ Deputies, recruits trainers and assures quality standards of trainings;
- Determines expertise needs, and oversees the recruitment and deliverables of consultants/ experts related to the successful implementation of Outputs 1.1, 1.2, 2.1, 3.1;
- Supports the Programme Manager and other PMISC Specialists in administrative and day-to-day management tasks as required.

Qualifications and Experience

- MA degree in related fields - public administration, public policy, political science
- At least 10 years of practical experience in advising public administrations, executive authorities and implementing governance development programmes/ projects at sub-national level in Nepal.
- Minimum 7 years of experience and successful track record in conceptual guidance and development of innovative good governance (transparency, accountability and participation) policies, tools, methods and procedures at sub-national level – e.g. open government strategies, participatory budgeting, civic consultations and feedback mechanisms, use of new information technologies in the latter etc.).
- Strong understanding of Nepal's Constitution, existing legislation in respective fields, of public administration processes, good governance standards, gender and social inclusion
- Ability to establish good working relations with government officials, civil society, civic leaders, youth, private sector, universities, media, and international donors.
- Has excellent organizational, analytical, oral and written communications skills, with keen attention to interpersonal skills and effective communication. Fluency to write and verbally communicate English is required.

Terms and Conditions for Employment

Full-time position contracted for the project period subject to annual renewal with onset 6-month probation period. Competitive salary to be negotiated.