

Terms of Reference

PACIFIC TECHNICAL ASSISTANCE MECHANISM 2 (PACTAM2)

Adviser Title	Deputy Secretary - Treasury
PACTAM2 Partner Organisation	Ministry of Finance and Sustainable Development, Government of Nauru
Duration	12 months
Location	Nauru
Adviser Type (LTA or STA)	LTA
Adviser Remuneration Framework (ARF) level	D4
Aid Investment Plan or Partner Government's national/sectoral priority	Aid Investment: Objective 1: Promoting more effective public sector management
Primary capacity development role (check appropriate box, with reference to below)	<input checked="" type="checkbox"/> In line <input type="checkbox"/> Supplement capacity <input type="checkbox"/> Facilitate capacity
<p>Capacity Development Emphasis: <i>Minor / Indirect - the Adviser will be substituting for an existing or proposed in-line position, with minimal expectation of direct capacity building activities.</i></p> <p><i>Moderate – the Adviser will be directly supporting in-line staff member/s or team as well as helping the individual/s to increase their own job skills, knowledge and awareness - there is an expectation of supplementing capacity</i></p> <p><i>Major – the Adviser's primary purpose is to work with staff/teams in a training, mentoring, and/or facilitating way – there is significant expectation of implementing capacity building activities.</i></p>	

Purpose

PACTAM2 is an Australian Government initiative funded through its official aid agency, the Department of Foreign Affairs and Trade (DFAT), and managed by Scope Global. It places highly skilled Technical Advisers in Partner Government organisations across 6 Pacific Island countries.

Background

This assignment is aligned with the Government of Australia's Aid Investment Plan with the Government of Nauru (GoN).

An in-line Government of Nauru position within the Public Service, the Deputy Secretary (Treasury) is a key GoN position that has significant responsibility for providing strategic advice and assistance to the GoN on a broad range of financial and budgetary matters. The Deputy Secretary (Treasury) reports to the Secretary for Finance.

This position has been filled by international appointees for a number of years. During this assignment, it is anticipated that the Deputy Secretary (Treasury) will enhance the capacity of national counterparts as a succession plan to future proof the reliance on international advisers.

The Republic of Nauru is the world's smallest Republic; located north of the Solomon Islands and only some 50 km south of the equator. For many years Nauru has enjoyed some of the highest living standards in the world supported by the revenue from phosphate mining. In the late 1990s and early 2000s, the country suffered a severe economic decline and now struggles to support even basic services and relies on bilateral and multilateral donors.

Returning to economic stability is an ongoing concern, however, with development assistance from a number of donors including Australia, progress is being made and the standard of living for Nauruan's is gradually improving. Nauru continues to face significant development challenges, with limited revenue options and significant capacity constraints in both the public and private sectors.

Ministry of Finance

The Ministry of Finance is an important central agency of the Government mandated to oversee and coordinate the effective management of public finance and resources.

The Ministry of Finance's mission is to ensure that the financial resources of the Republic of Nauru are managed in accordance with the law and are utilized in an efficient, accountable and effective manner.

Placement objectives	Core functions
<ol style="list-style-type: none">1. Provide strategic advice and assistance to the GoN in relation to the management of public funds, development of the national budget and implementation of revenue and expenditure measures.	<ul style="list-style-type: none">• Provide advice to the Minister for Finance, Cabinet and Secretary for Finance on matters relating to the management and use of public money and on the Nauruan economy more generally;• Provide policy advice and options to Government in relation to a wide range of fiscal, economic and development issues;• Provide policy advice and support to improve the financial performance and oversight of SOEs;• Provide policy advice on cash and debt management;• Provide policy advice on options for public finance management reform and implementation of the

	<p>outcomes of the PEFA 2016 Self-Assessment and IMF Article IV Report recommendations;</p> <ul style="list-style-type: none"> •
<p>2. Manage the preparation of national budget submissions and related budget documents and reports including, management of day to day processing within Treasury.</p>	<ul style="list-style-type: none"> • Provide advice on fiscal strategy, identification and management of fiscal risks and medium term expenditure framework, including development of economic and fiscal forecasts to support budget planning, in close cooperation with Customs and Nauru Revenue Office; • Oversight and coordinate annual budget preparation, including confirming the annual process, preparing budget submissions and briefing documents, the annual Appropriation Bills, Budget Papers, Final Budget Outcomes and Quarterly Budget Performance Reports; • Oversight and coordinate supplementary appropriations, appropriation bills and papers; • Oversight budget performance reporting and transparency, including maintaining the Department's website naurufinance.info; • In partnership with the Chief Accountant, oversight the processing of government payments, including monitoring of available appropriation balances, verification of payment proposals, and execution of approved payments and transfers, in accordance with relevant legislation, including the Appropriation Acts as well as Government policies and procedures; • Develop procedures and registers confirming delivery of purchases and delivery to be certified by at least two senior officials; • Oversight the internal control environment and ensure financial processes and systems are developed consistent with better practice and international standards for reporting and auditing purposes; • Oversight the out-sourced internal audit function, and ensure timely action to address audit findings;
<p>3. Provide accurate and timely accounting information relating to the management of domestic and external financial resources.</p>	<ul style="list-style-type: none"> • In partnership with the Chief Accountant, oversight the provision and publication of accurate and timely accounting information, including regular reconciliation and timely preparation of GON financial statements for audit (2018-19 and 2019-20) consistent with IPSAS Cash basis of accounting; • Ensure timely action to address internal and external audit findings to a level that can withstand external scrutiny; • In partnership with the Chief Financial systems, oversight the effective operation of the GoN FMIS, including continuous improvement in system configuration, functionality, availability and security arrangements, reporting and system documentation;

	<ul style="list-style-type: none"> • Review and update the Financial Instructions to ensure fit for purpose and effective management of financial risk, including linkages with the FMIS; • Incorporate Disaster Risk Finance principles and modelling within Treasury financial processes; • Assist the Secretary for Finance to manage risks to the control environment around the expenditure of public funds, including supporting the Finance Audit and Risk Committee to oversight the internal audit program, and response to audit feedback; • Assist the Secretary of Finance manage the Australian Department of Foreign Affairs and Trade (DFAT) Operational Account (OA) to ensure accurate and timely accounting and reporting;
4. Lead and manage the Treasury Division	<ul style="list-style-type: none"> • In partnership with the Chief Accountant, Chief Financial Systems and Directors, develop a Treasury annual operating plan and budget; • Oversight the compilation of an annual report on the Division's operations; • Build and manage relationships with key stakeholders, including the IMF and Asian Development Bank, DFAT, PFTAC, agencies and SOEs • Support timely and effective recruitment; • Ensure Treasury organisation structure and job descriptions are up to date and fit for purpose; • Support the directors and Treasury staff to build a positive team culture and ensure that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated; • Support the Secretary for Finance to lead and manage the Department of Finance;
5. Provide capacity building for local counterparts in key areas of the operations of the Department of Finance.	<ul style="list-style-type: none"> • Undertake formal and informal training to enhance the capacity of staff on core technical and strategic skills necessary to perform key functions; • Develop a costed succession planning structure for future proofing key senior roles within the Ministry of Finance and practical timeframes based on the existing adviser model; • Manage the full implementation of the financial management information system (FMIS) including reporting and revised financial procedures;
6. Integration of cross cutting themes into the Division	<ul style="list-style-type: none"> • Ensure inclusive practices that enhance access for women, people with disabilities and other marginalised populations are incorporated into policies and operations of the Ministry of Finance; • Promote and support DFAT's <i>Gender Equality and Women's Empowerment Strategy</i>;

- Promote and support DFAT's Disability Inclusive Strategy 2015-2020.

Accountability and working relationships

The position reports to the Secretary for Finance, Ministry of Finance, Government of Nauru

Key selection criteria

All PACTAM2 Advisers are expected to

- Demonstrate effective interpersonal skills and the ability to work and communicate effectively and respectfully across cultures
- Foster empowerment and sustainability
- Adhere to Scope Global and DFAT policies

Essential

Qualifications

- Bachelor level degree or post-graduate tertiary qualifications in accounting, finance, economics or related discipline.

Skills, experience, knowledge

- Experience in providing strategic advice to government ministers and associated stakeholders concerning financial, economic and public policy issues.
- A minimum of 10 years' experience in senior executive roles, including senior level experience in a developing country Government Treasury or Finance department;
- Previous work experience in a Pacific Island country
- A high level of proven competency in capacity development, coaching and mentoring teams
- Experience in the preparation, monitoring and reporting of government budgets, including prioritising government expenditure in environments displaying transparent and accountable public financial management.
- A minimum of five years' experience in "in-line" managerial positions responsible for the management of human resources to achieve organisation outcomes.
- Demonstrated experience of government accounting systems and related processes including experience in Financial Management Information Systems and preparation of accounting reports, including annual financial statements.
- High level conceptual and analytical skills with the ability to demonstrate sound judgement and negotiate to achieve outcomes.
- Excellent oral and written communication skills in English, with demonstrated capacity to adapt communication style to the audience.
- Well-developed administrative, organisational and coordination skills.

Desirable

- High level analytical skills with the ability to demonstrate sound judgement and negotiate to achieve outcomes.
- Well-developed administrative, organisational and coordination skills.
- A proven track record in, and a commitment to, mentoring and transferring knowledge and skills – particularly in a development context.

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- Strong interpersonal and communication skills including the ability to communicate complex issues to a wide range of audiences and a good understanding of cultural sensitivities.
- High level interpersonal, leadership, representation and communication skills.
- Patience, flexibility and resilience.
- Ability to live and work in a new cultural setting.
- A preparedness to work with limited resources within a challenging environment.

Special conditions

Scope Global recruitment practices operate under equal employment opportunity principles and laws. We encourage all appropriately qualified and experienced people to apply regardless of their sex, age, race, ethnicity, physical ability or beliefs.

We require all Advisers to:

- (a) comply with the terms and conditions of the PACTAM2 Adviser Service Agreement including completing a police check, undergoing a medical examination, and attending a pre-departure briefing.
- (b) comply with DFAT safeguard policies and any other policies specific to their placement.

Date Terms of Reference Finalised

October 2020

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