

Information for Applicants

PACIFIC TECHNICAL ASSISTANCE MECHANISM 2 (PACTAM2)

**Deputy Secretary Treasury - Ministry of Finance and
Sustainable Development, Government of Nauru**

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PACTAM2 Partner Organisation:	Ministry of Finance and Sustainable Development, Government of Nauru
Address:	Nauru
Background to the role:	<p>This assignment is aligned with the Government of Australia's Aid Investment Plan with the Government of Nauru (GoN).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Ministry of Finance</p> <p>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.</p> <p>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</p>
Assignment Objective(s)	<ul style="list-style-type: none"> • 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 • Manage the preparation of national budget submissions and related budget documents and reports including, management of day to day processing within Treasury. • Provide accurate and timely accounting information relating to the management of domestic and external financial resources. • Lead and manage the Treasury Division • Provide capacity building for local counterparts in key areas of the operations of the Department of Finance.

	<ul style="list-style-type: none"> Integration of cross cutting themes into the Division
Length of assignment:	12 months
Reports to:	The position reports to the Secretary for Finance, Ministry of Finance, Government of Nauru
Remuneration	<p>PACTAM2 is funded by the Australian Department of Foreign Affairs and Trade (DFAT).</p> <p>The Adviser Remuneration Framework (ARF) is a set of market-based, long and short term remuneration rates applying to aid-funded advisers that are commercially contracted by DFAT directly, or through a managing contractor such as Scope Global.</p> <p>All PACTAM advisers are eligible for the mobility allowance which compensates long-term advisers for personal impacts and cost of living differences associated with leaving their permanent country of residence. The Mobility Allowance is calculated as a percentage of the monthly remuneration and varies depending on the job level and whether the adviser is accompanied.</p> <p>The ARF calculator provides the maximum rate.</p> <p><u>ARF Professional Discipline Category: D</u></p> <p><u>ARF Job Level: 4</u></p> <p><u>ARF Monthly Rate Band: \$14,335 - \$17,918 AUD p/m</u></p>
Benefits	<ul style="list-style-type: none"> Mobility and special location allowances Reimbursement of rental accommodation costs to DFAT approved rates Pre-departure briefing for Advisers In-country orientation Flights, medicals, and insurance Counselling and mental health services Ongoing assignment monitoring and support
Work hours/days	<ul style="list-style-type: none"> Official work hours are 9am to 5pm (Monday to Friday) Under the ARF terms and conditions the allocation of paid time off forms part of the remuneration package. The annual allocation is 20 days recreation leave and 10 days personal leave, which can be taken as sick leave, carer's leave or travel days to access recreation leave
COVID-19 Business Continuity, Safety Procedures and Requirements from Advisers	<p>PACTAM2 has developed a set of safety procedures in response to the COVID-19 pandemic. This is to protect the deploying advisers as well as the host countries and communities in which the advisers work. The purpose of the plan is to ensure the program can continue to operate as effectively and efficiently as possible given the impact of the pandemic, largely due to travel restrictions and following the advice of government and health agencies.</p> <p>Recruitment processes</p>

	<ul style="list-style-type: none"> • All shortlisted applicants will be required to complete a medical screening process to ensure medical suitability • All shortlisted applicants will be required to complete a psychosocial interview to determine their alignment to the role and location of assignment <p>Requirements of deployment under in COVID-19 Restrictions</p> <p>When a deployment has been deemed a critical in-country assignment and there is travel access into that country of assignment, there are a number of COVID-19 specific safety and security procedures that will form a part of the deployment. They are as follows;</p> <ul style="list-style-type: none"> • The Adviser is required to undergo an extensive medical clearance to ensure they do not have a pre-existing vulnerability to COVID-19 • The Adviser is required to undergo a review with a Psychologist to determine psychosocial wellbeing and coping strategies for COVID-19 deployments • If the Adviser resides in a location where there is currently no community transmission of COVID-19 the adviser must be COVID-19 tested and cleared within 72 hours before departing home and remain in self-isolation until departing for the airport (negative result must be received before departing). • If the adviser resides in a location where there is significant community transmission the adviser must self-isolate in their home a minimum of 14 days before departure and have a COVID-19 negative test result within 72 hours before departure. • The adviser must follow all government-imposed quarantine regulations and further COVID-19 testing requirements in transit to and on arrival to their country of assignment. <u>Please note some quarantine requirements within the Pacific can equate to a total of up to 28 days across multiple stops.</u> • Advisers may be required to work remotely for extended periods of their assignment where the country of assignment cannot be immediately accessed or the risk context significantly changes. • Please also note due to travel access restrictions, deployment out of country for the purpose of annual leave will need to be navigated based on flight availability and may not be available for the period of the assignment. • Advisers must follow PACTAM2 Country Safety and Security Plan (CSSP), Scope Global’s COVID-19 contingency plan and any directions from PACTAM2, DFAT Post or Partner Government. • Operational risks will be reviewed regularly, and updated risk, safety and security directions provided to the adviser depending on risk • <u>Please note there are no accompanied assignments under the COVID-19 travel restrictions</u>
<p>Additional information</p>	<p>In addition to communications via letter, email, telephone, skype, zoom, the PACTAM2 Scope Global staff will meet with the Adviser in country at least once, annually.</p> <p>Deployment is subject to:</p> <ul style="list-style-type: none"> • Formal approval from DFAT and the Partner Government • Procurement of visa and work permits

	<ul style="list-style-type: none"> • Satisfactory medical examination for the applicant and accompanying dependants/partner (if applicable) • International police checks • Participation in the pre-departure briefing
Background	<ul style="list-style-type: none"> • Scope Global is a specialist project management company with people as the focus of its program delivery. We work on behalf of our clients to build capacity of local people, and our vision is to enable people to positively change their world • The Government of Nauru has requested assistance in recruiting and supporting the above position through the Pacific Technical Assistance Mechanism 2 (PACTAM2) • PACTAM2 is funded by the Government of Australia through its official aid agency, DFAT, and is managed by Scope Global • PACTAM2 operates in 8 Pacific Island countries, providing both internationally and/or regionally recruited advisers in the form of placements within Partner Government Ministries, local non-government organisations (NGOs), regional organisations or at DFAT Posts. The goal is to provide technical advice on the design and implementation of an efficient and effective assistance program in the Pacific

Pacific Technical Assistance Mechanism Phase 2 (PACTAM2)

Pacific Technical Assistance Mechanism Phase 2 (PACTAM2) is an Australian Government initiative funded by the Department of Foreign Affairs and Trade (DFAT), and managed by Scope Global.

PACTAM2 responds to requests from partner organisations in 12 Pacific Island countries to recruit, mobilise and support highly skilled Advisers who provide technical assistance and build capacity in partner organisations, primarily Partner Governments across a range of priority sectors.

All Adviser roles are designed to contribute towards national and sector development strategies and reflect priorities of the Australian Aid agreements established with each country.

Supported by Scope Global and DFAT, partner organisations take the lead during in country selection interviews, orientation, and monitoring and performance management of Advisers.

FLEXIBILITY

The flexibility of the PACTAM2 program enables DFAT to fund individual Advisers to meet an identified need for technical assistance in any sector where specialist skills are not available locally. The assignments

Families are supported and encouraged to accompany Advisers on their assignments. During 2015/16, more than 50% of Advisers were accompanied by dependants.

RECRUITMENT

All short listed applicants are invited to travel to the partner country for interviews. Successful applicants participate in a pre-departure Briefing, undergo comprehensive police and medical clearances. The In-Country Management team and the partner organisation provide Advisers with an In-Country orientation and induction to the workplace.

SUPPORT PROVIDED TO ADVISERS

Adviser remuneration is in line with the DFAT Adviser Remuneration Framework providing monthly rates, mobility allowance and, where applicable, a supplement for school age children and remote location allowance.

Advisers are entitled to reimbursement of rental accommodation, international travel and reasonable mobilisation expenses.

The program provides comprehensive medical and insurance

