

Information for Applicants

PACIFIC TECHNICAL ASSISTANCE MECHANISM 2 (PACTAM2)

Ministry of Finance – Accounting Adviser

Accounting Adviser

PACTAM2 Partner Organisation:	Ministry of Finance
Address:	Yaren, Nauru
Background to the role:	<p>This assignment is aligned with the Government of Australia's partnership agreement with the Government of Nauru (GoN). As technical assistance assignment this role is expected to undertake the reconciliation update, documentation and training as a defined project. The consultant will report to the Deputy Secretary for Treasury with close liaison to the Chief Accountant and Manager of Corporate Services.</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 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 and effective manner.</p> <p>The objectives of the Ministry of Finance are to:</p> <ul style="list-style-type: none"> • ensure that the requirements of the Constitution and other legislation that relate to the management of public money are adhered to; • provide advice to the Minister for Finance and Cabinet 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; • coordinate the development of and monitoring and reporting on the annual Budget and the Development Fund; • improve the effectiveness of the administration of government revenues thereby improving Nauru's domestic revenue collections; • coordinate development and review of the National Sustainable Development Strategy (NSDS), including ensuring that NSDS priorities are being given due attention in the annual budget;

	<ul style="list-style-type: none"> obtain and mobilize donor support for development projects and act as the point of contact for development assistance coordination; and <p>monitor Nauru's economic and social parameters and produce data and information that supports an analysis of the effectiveness of existing government policy and inform the development of new policy aimed at addressing Nauru's development needs.</p>
Assignment Objective(s)	<ul style="list-style-type: none"> Bank Reconciliation and Audit Capacity Development Financial Management information system Reporting
Length of assignment:	12 + 12 months
Reports to:	You will be accountable to, and managed by Deputy Secretary for Treasury, Ministry of Finance, Government of Nauru.
Remuneration	<p>PACTAM2 is funded by the Australian Department of Foreign Affairs and Trade (DFAT). 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: 2</u></p> <p><u>ARF Monthly Rate Band: \$9,156 to \$11,445 AUD</u></p>
Benefits	<ul style="list-style-type: none"> Mobility and special location allowances Pre-departure briefing for Advisers In-country orientation Flights, medicals, and insurance Counselling and mental health services Ongoing assignment monitoring and support <u>Please note that accommodation in Nauru is shared government housing in 2 bedroom fully serviced houses, shared kitchen and lounge space, separate bedroom and on suite.</u>
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

<p>COVID-19 Business Continuity, Safety Procedures and Requirements from Advisers</p>	<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.
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	<ul style="list-style-type: none"> Operational risks will be reviewed regularly, and updated risk, safety and security directions provided to the adviser depending on risk. Please note due to travel access restrictions all assignments are <u>unaccompanied</u> at this time
Additional information	<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 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 can be intermittent, short term (less than 6 months) or long term, depending on assignment objectives.

PACIFIC AND FAMILY-ORIENTATED

We welcome applicants from across the world, although the majority of Advisers are Australian or from the Pacific region.

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 coverage plus ongoing professional and personal support, as well as safety and security briefing.

Advisers and partner organisations can access the Assignment Support Fund (ASF) and the Development Partner Procurement Fund (DPPF) to support the assignment.

During 2015/16 PACTAM2 Advisers worked alongside Partner organisations in a wide range of sectors and initiatives:



HEALTH

- Develop strategies to control and eliminate malaria in the Solomon Islands
- Improve operations at the National Hospital in Palau and the Solomon Islands
- Strengthen the management and planning functions in the Tongan and Solomon Islands Health sector



AGRICULTURE & FISHERIES

- Implement quarantine regulations in the Solomon Islands
- Improve fisheries and aquaculture management and performance in Nauru
- Strengthen the policy and operations of customs in Kiribati and Nauru



EDUCATION

- Develop and implement strategic education plans in Kiribati, Federated States of Micronesia, Republic of the Marshall Islands and the Solomon Islands



COMMUNITY DEVELOPMENT

- Develop initiatives and partnerships focussed on preventing gender based violence in Nauru and the Republic of the Marshall Islands
- Support community development through improved government communications and planning in the Solomon Islands and Samoa



GOVERNANCE

- Conduct government financial audits in Vanuatu, Tuvalu and the Solomon Islands
- Ensure procurement and financial management in the health sector meets donor requirements in the Solomon Islands
- Establish a taxation system in Nauru



INFRASTRUCTURE

- Design and implement provincial solar power systems for remote area houses and health facilities increasing the reliability of basic power supplies and access to primary health care

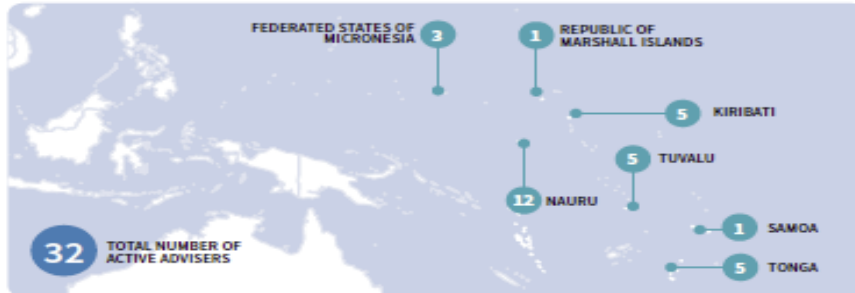


ENVIRONMENT & CLIMATE CHANGE

- Reduce vulnerability to the impact of climate change and disasters in Tuvalu and Kiribati

Key Statistics January to July 2020

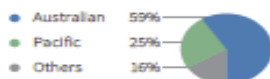
Number of Adviser Assignments*



*Some Advisers have been relocated due to COVID-19

	Number of Advisers by Gender		Number of Dependents	
	Female	Male	Spouse/Partner	Children
Nauru	♀♀♀♂♂♂♂♂♂♂♂♂♂		♂♂♂♂♂♂♂♂♂♂	♂♂♂♂♂♂♂♂♂♂
Kiribati	♀♀♀♂♂♂♂♂♂♂♂♂♂			
Tonga	♀♀♀♂♂♂♂♂♂♂♂♂♂		♂♂♂♂♂♂♂♂♂♂	
Tuvalu	♀♀♀♂♂♂♂♂♂♂♂♂♂			
Federated States of Micronesia	♀♀♀		♂♂♂♂♂♂♂♂♂♂	
Republic of Marshall Islands	♂♂♂♂♂♂♂♂♂♂			
Samoa	♀		♂♂♂♂♂♂♂♂♂♂	♂♂♂♂♂♂♂♂♂♂
Grand Total	16	16	9	6

Nationality Group



Age of Advisers



Status	Total Number			
Federated States of Micronesia	♂♂♂♂♂♂♂♂♂♂			3
Kiribati	♂♂♂♂♂♂♂♂♂♂		♂♂♂♂♂♂♂♂♂♂	5
Nauru	♂♂♂♂♂♂♂♂♂♂	♂♂♂♂♂♂♂♂♂♂	♂♂♂♂♂♂♂♂♂♂	12
Republic of Marshall Islands	♂♂♂♂♂♂♂♂♂♂			1
Samoa	♂♂♂♂♂♂♂♂♂♂			1
Tonga	♂♂♂♂♂♂♂♂♂♂	♂♂♂♂♂♂♂♂♂♂	♂♂♂♂♂♂♂♂♂♂	5
Tuvalu	♂♂♂♂♂♂♂♂♂♂		♂♂♂♂♂♂♂♂♂♂	5
Grand Total	2	28	2	6

♂ Completed
♂ On-going
♂ Resigned
♂ Extension

Number of Advisers by DFAT Partnerships for Recovery Priority Areas



New Advisers



Capacity Development Type

