

Information for Applicants

PACIFIC TECHNICAL ASSISTANCE MECHANISM 2 (PACTAM2)

Public Service Commission & Ministry of Finance — HR Development Adviser
(Tonga)

HR Development Adviser

PACTAM2 Partner Organisation:	Public Service Commission and the Ministry of Finance
Address:	Nuku'alofa, Tonga This role is anticipated to be mobilised in country in July 2021.
Background to the role:	<p>The key objective for the HR Development Adviser is to implement reforms at a government wide level and to influence cabinet procedures to limit wage bill growth, while at the same time engaging widely to ensure maximum buy-in of reforms by CEOs, Ministers, and other stakeholders. This assignment will contribute to the re-establishment of the public service registry as well as other corresponding policy reforms that are needed to be carried out at the same time.</p> <p><u>Background</u></p> <p>The Government of Australia, through its Australian Aid Program of DFAT, provides general budget support to the Government of Tonga (GoT), in partnership with other budget support donors. Australia also finances technical advisory resources where needed to support development and implementation of policy actions for the Joint Policy Reform Matrix (JPRM) that is jointly agreed and monitored by GoT and the budget support partners. Progress against the JPRM is formally reviewed twice per year, jointly by GoT and by the budget support partners, led by the World Bank.</p> <p>In recent years, the GoT undertook several civil service reform programs within development partners' budget support mechanism or the Joint Policy Reform Matrix (JPRM). One of the overall goals of the joint policy reform matrix is to improve the efficiency and effectiveness of key governance processes in public finance management, accountability and monitoring, and the promotion of the investment climate in Tonga's public sector.</p> <p>Generally, the public sector reform seeks to ensure that:</p> <ul style="list-style-type: none"> • the size, structure and remuneration of the public service is consistent with Tonga's fiscal position, to maintain macro-economic stability and provide the basis for economic growth; • staffing resources are allocated in a way that is consistent with the government's strategic priorities, and the Ministries statutory functions and priorities; • the public service has the skills, motivation, and institutional arrangements to effectively deliver quality public services (including necessary regulation) within the policy framework set by government. <p>The analysis highlighted that while the (recorded) headcount had increased somewhat in recent years, most of the wage bill pressure appear to come from increases in overtime and incomplete records to the number of roles within each Ministry. However, this has occurred in an environment where the remuneration framework has not changed, there have been no cost of living adjustments, and the Performance Management System has been keeping a tight control on performance bonuses.</p> <p>The analysis also found that no single public service establishment registry exists that records all establishment positions, their band/level, the salary, and the person in that position – inhibiting informed decision-making about the criticality of new positions and potential areas for efficiency gains.</p>

	<p>The CEOs of the Ministry of Finance (MoF) and the Public Service Commission (PSC) have agreed that their institutions will work together to re-establish a single establishment registry that will be comprehensive, regularly updated, and regularly reconciled with the Treasury payroll function. This will enable a more responsive analysis of wage bill drivers and workforce matters.</p> <p>The results of this assignment will contribute to the re-establishment of this registry as well as other corresponding policy reforms that are also needed to be carried out at the same time.</p>
Assignment Objective(s)	<ul style="list-style-type: none"> • Provide high level guidance to the CEOs of Public Service Commission (PSC) and Ministry of Finance (MoF) on wage bill and workforce matters. • Provide guidance and support to CEOs of line ministries to effectively implement any changes of policy. • Draft policy for implementation of recommendations related to overtime, payroll and whole of government workforce reform. • Develop and implement a single establishment registry. • Payroll – create taxonomies for HR-related descriptions. • In collaboration with PSC, ensure that knowledge transfer of HR principles/issues across whole of government. • Any other emergent priorities as identified by CEOs of PSC and MoF. • Develop a Senior Executive Service – designed for Tonga. • Provide advice and guidance on cross-cutting issues.
Length of assignment:	12 months
Reports to:	The HR Development Adviser is accountable to and managed by Chief Executive Officers (CEO) of the Public Service Commission and the Ministry of Finance (MoF), Tonga.
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 PACTAM2 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:</u> B</p> <p><u>ARF Job Level:</u> 4</p> <p><u>ARF Monthly Rate Band:</u> \$11,907 to \$14,883 AUD</p>
Benefits	<ul style="list-style-type: none"> • Mobility 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

	<ul style="list-style-type: none"> • 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.

	<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	<p>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</p> <p>The Government of Tonga and DFAT has requested assistance in recruiting the above position through the Pacific Technical Assistance Mechanism 2 (PACTAM2)</p> <p>PACTAM2 is funded by the Government of Australia through its official aid agency, DFAT, and is managed by Scope Global</p> <p>PACTAM2 will be undertaking the recruitment and pre-mobilisation requirements for the position of HR Development Adviser. 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</p>