

Governance for Development (Interim Support Services)

Terms of Reference: Human Resource Management Adviser, Civil Service Commission

Australian Aid. Managed by Cardno Emerging Markets on behalf of AusAID.

Deadline for applications

23.55 Dili time
30 June 2013

Duration

Approximately 4 months, starting September 2013

Location

Dili, Timor-Leste, and home location

ARF Category

B3 (short term)

Reference number

GfD035

Contact details

Queries relating to this position should be directed to recruitment@gfd.tl. It is essential that you quote reference number GfD035 in your email title, or you may not receive a response.

Reports to:	Director General of the SCSC on operational matters and the GfD Operations Manager for performance and contractual matters.
Counterpart:	Director of Policy and Practice of HR and Director of Planning and Management of Civil Services
Other stakeholders:	Other Directors in SCSC, HR Directors and HR Advisers in line ministries, Legal Adviser at CSC, UNDP and other donors.
Duration:	Approximately 4 months (September - February 2014).
Location:	CSC Office, Dili, Timor-Leste.
Language:	The Government of Timor-Leste uses Portuguese, Tetun, and English. A high level of proficiency in written and spoken English is required and working knowledge in Tetun or Portuguese is desirable.

1. Work Environment

Governance for Development Interim Support Services

Cardno Emerging Markets is implementing the Governance for Development (GfD) Interim Support Services program on behalf of AusAID.

AusAID is currently undertaking design of new program of support for Timor-Leste, the Governance for Development (GfD) program. GfD focuses upon:

Good public sector management to enable growth and delivery of services that meet Timor-Leste's development needs.

In order to continue strong engagement from Government of Timor-Leste (GoTL) stakeholders throughout the design process and to maintain momentum in relation to successful activities that are currently being implemented under these programs, an interim program phase (called GfD Interim Support Services) commenced in June 2012. This interim phase is expected to operate until the commencement of the new GfD program in early 2014.

The interim program activities need to meet several objectives. These include -

- ongoing implementation of the activities that have been partially delivered to date under the programs outlined above;
- implementation of additional activities as identified during the interim phase;
- maintenance and further development of AusAID relationships with the Government of Timor-Leste and other Timorese stakeholders; and;
- contribution towards the content and approach of the new GfD design. This includes a particular emphasis on strong ownership of the new governance program by the Government of Timor-Leste.

The Civil Service Commission

The Civil Service Commission (CSC) is an independent statutory body reporting to the Parliament of Timor-Leste and has powers and authority as defined in the *Civil Service Commission Act (2009)* (the CSC Act). The CSC comprises five Commissioners, one of whom is the Chair. The CSC is supported by a Secretariat led by a Director General. The Director General reports to the Commission.

The Role of the Commission

The role of the Civil Service Commission is to provide a framework for all human resource management and development activities across the Civil Service in Timor-Leste in accordance with the provision of the CSC Act. The five members of the Commission under the leadership of the Chair are responsible for: the strategic role of the CSC; setting the overall operational direction of the CSC; and, a stewardship role. That stewardship role is to ensure that the CSC activities reflect the values and employment principles of the Government of Timor-Leste, and that the Secretariat has arrangements in place to meet its statutory obligations.

The Role of the Director General

The Director General is employed to manage and lead the Secretariat of the CSC. He or she is the primary link between the Commission and the staff of the Secretariat. The Secretariat develops and implements the operational plan of the CSC and is accountable to the Commission for the expenditure, operational activities, and administration of the CSC in accordance with the Commission's strategic and legal requirements. In addition, the Secretariat is responsible for implementing the policies of the Commission and for achieving the outcomes and performance objectives set by the members of the Commission. The Secretariat is required to prepare a range of submissions and reports for presentation to the Commission.

The Secretariat

The Secretariat is staffed by officers of the Civil Service organised into five Directorates responsible for: Civil Service Planning and Performance; Human Resource Policy and Practice; Training, Development and Dissemination; Discipline and Administrative Processes; Pension and Reform; and; Finance and Administration (Executive and Corporate Support).

Under the guidance of the CSC there is also the National Institute of Public Administration (INAP) and an Inspector's Office.

2. Responsibilities of the Adviser

The Adviser will be expected to provide policy advice in the area of Human Resource Management (HRM) issues across the CSC and help the completion of the basic HRM policies for management of the civil service across the country.

Key Outputs

1. Assist the CSC staff to:

- Develop, review, revise and update the Government of Timor-Leste HRM Manual, consistent with the Civil Service Act and Regulations.
 - Clarify HRM procedural steps.
 - Develop supporting documentation and pro-formas and assist Secretariat to use the tools.
 - Facilitate internal training and coaching on HRM.
 - Monitor and oversee the day-to-day work and planning for three National HR Advisers
2. Support the staff of the CSC to understand the relevance of the Civil Service Act; HRM Organic Laws and HRM Manual; and support the Directors of the CSC, Ministry HR staff and senior officers in interpreting and applying them across the Civil Service.
 3. Recommend options for policies, regulations, administrative systems and procedures for HRM in the GoTL Civil Service.

3. Selection Criteria

The Adviser must have the following qualifications, experience and skills:

1. Qualifications and experience

- Tertiary level qualifications in a field relevant to HRM in the public sector.
- Extensive experience of public administration, including: public sector governance and regulation; and, the drafting of policy, regulations, instructions and guidelines.
- Public sector experience in developing countries.

2. Skills (Technical)

- Solid experience in organisational development and review, preferably in a public sector environment.
- Demonstrated practical experience in the review and documentation of public sector HRM policies and procedures, preferably in a developing country.
- Extensive practical knowledge of contemporary HRM policies and practices.
- A sound understanding of the role of central agencies and their relationships with line agencies.

3. Skills (Interpersonal)

- High level interpersonal and communication (particularly written) skills.
- Demonstrated ability to work effectively with people at all levels of an organisation, maximising cooperation and skills transfer.
- Flexible

4. Position details

Commencement: September 2013

Duration: Up to 4 months

Remuneration: This position will be remunerated in line with the AusAID Adviser Remuneration Framework. It is classified as B3 (Short Term) within that framework. More information about the framework can be found here:

http://www.usaid.gov/publications/pages/3994_1809_6357_1618_6763.aspx

1. How to apply

Send an email to recruitment@gfd.tl before 23.55 Dili Time on 30 June 2013. Your email **must** contain the following:

1. Your CV, outlining your work history and experience.
2. A response to the three selection criteria in Section 3 above. Your response should address each of the dot points contained in those criteria. There is no word limit for this response, though a total length of about 3 pages is appropriate.
3. The names and contact details of at least two referees.
4. The reference number GfD035 in the title of the email.

Useful tips on how to prepare a CV and address selection criteria are available from the following web pages:

CV (resume) preparation:

http://jobaccess.gov.au/Jobseekers/Getting_work/How_to_apply_for_a_job/How_to_build_a_resume/Pages/home.aspx

Responding to selection criteria:

http://jobaccess.gov.au/Jobseekers/Getting_work/How_to_apply_for_a_job/How_to_write_selection_criteria/Pages/home.aspx

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