

## HR 02: Terms of Reference

### Lead Adviser – Budget Policy

<b>DFAT Remuneration Framework:</b> <sup>1</sup>	Discipline Group D, Job Level 4
<b>Counterparts:</b>	Ministry of Finance and Bappenas
<b>Work Location:</b>	Jakarta, Indonesia
<b>Reports to:</b>	Facility Director and Deputy Director (Advisory and Policy)
<b>Duration of inputs:</b>	Full time to Feb 2023.
<b>Activity Budget:</b>	TBD

### Summary of Expertise Required

The Lead Adviser – Budget Policy will lead Prospera’s Budget Policy team and program of work to assist the Government of Indonesia to achieve its goal of improving the quality of spending and public financial management. The Lead Adviser will provide strategic direction, identify opportunities, and manage the delivery of a complex work agenda. The Lead Adviser will have extensive experience advising senior officials and delivering reform in fiscal policy, public financial management and expenditure reform, with a capacity to manage a team. An ability to build relationships with senior members of government, effectively communicate to a range of audiences, and provide leadership and project management skills is critical. Experience working in related areas in Indonesia or emerging/developing country contexts is desirable.

### Scope of Services

The Lead Adviser - Budget Policy is required to:

- Strategically design, implement and monitor Prospera’s work program and budget in the Budget Policy Area, including its link to budget systems.
- Work across a broad range of areas to recommend improved fiscal policy, strategies and initiatives that would contribute to more effective public financial management and quality of spending.
- Research and advise senior-level counterparts on policy that increases budget flexibility to enable greater spending prioritisation.
- Develop counterpart capabilities in public financial management and spending policy analysis.
- Enterprisingly and innovatively develop opportunities for Prospera engagement in line with Prospera’s objectives, counterpart commitments, and expenditure reform considerations.
- Provide quality assurance, risk and reputational management, and time and Value for Money control of all Budget Policy team activities.

<sup>1</sup> To be negotiated with the preferred candidate based on skills and experience and within funding limits.

- Management and oversight of all Budget Policy team activities ranging from consultancies, policy research, workshops and field visits amongst others.
- Identify, review and manage opportunities for incorporation of gender, equity and social inclusion activities.
- Prepare briefings to DFAT to facilitate assessment of economic policy and developments and Prospera activities, and support to ongoing performance management including health checks.
- Manage opportunities for collaboration with the Australian Public Sector Agencies (Department of Finance, Australian Treasury, etc.), other DFAT and Government of Australia (GOA) investments in support of both Prospera outcomes and broader GOA economic partnership objectives related to the Budget Policy area.
- Direction, guidance, supervision and performance management of Budget Policy personnel, embedded technical advisers, short-term specialists, project officers and administrative support.
- Communicate Budget Policy activities and outcomes, in support of Prospera's communications, reporting and monitoring and evaluation plans.

## Selection Criteria – Qualifications and Experience

It is expected that the position will meet the following qualifications:

1. Advanced qualifications in economics, accounting, public policy or related areas.
2. At least 15 years' experience in, and significant technical knowledge of, public financial management, including in developing country contexts.
3. Demonstrated capacity to deliver public financial and expenditure policy reform, with experience in Indonesia desirable.
4. Strong project management skills and experience in the practical planning, budgeting and executing of complex policy change activities.
5. Performance and human resources management within a team with diverse skills and experience levels.
6. Strong relationship management skills, particularly in dealing with senior government officials, and ability to operate effectively and sensitively in a cross-cultural environment.
7. High-level communication skills (verbal, written and presentational) in English, with ~~high~~ skills in Bahasa Indonesia desirable but not essential.

## Overview of Prospera

Prospera is a partnership between the Government of Australia's Department of Foreign Affairs and Trade and the Government of Indonesia's Coordinating Ministry for Economic Affairs. It aims to foster strong, sustainable, and inclusive economic growth in Indonesia.

Commencing from 1 March 2018, Prospera is a planned five-year investment. The program combines advisers who have extensive knowledge of Indonesia with those who have experience in the Australian public service or emerging markets.

Prospera aims to achieve three outcomes:

- Expanding markets, creating jobs – including building a robust private sector through a sound enabling environment; Growing jobs, capital and technology through trade and investment
- Safeguarding economic and financial stability – including ensuring a strong foundation for growth through balanced macro-financial policy; strengthening financial system integrity through supervision and literacy
- Improving public finances and government performance – including more revenue and better spending through improved policy and systems; improved government performance through data and public integrity bodies

**The following standard requirements apply for all Prospera team members:**

<b>Confidentiality</b>	<b>Conflict of Interest</b>
<p>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of PROSPERA. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</p>	<p>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations</p>



### **Knowledge and Performance**

The team member will support PROSPERA's Knowledge and Performance team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high quality data, participation in data collection methods and case studies that may arise from the inputs.

### **Diversity and Inclusion**

PROSPERA recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. PROSPERA is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.

### **Code of Conduct**

The team member is to conduct themselves in a manner consistent with the *Public Service Act 1999* (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer's professional standards.

### **Policy Compliance**

The team member will work within Department of Foreign Affairs and Trade policy and PROSPERA guidelines on gender, child protection, poverty, the environment, human rights, and governance