



HR 02: Terms of Reference

Research Analyst (Financial Policy)

National Remuneration Framework: ¹	Stream C, Job Level 1
Counterparts:	Financial Policy Counterparts
Work Location:	Jakarta, Indonesia
Reports to:	Senior Economist (Financial Policy Lead)
Duration of inputs:	Full time (with initial one-year contract and will renewable following good performance)
Activity Budget:	BT 2.2

Summary of Expertise Required

The Research Analyst (RA) will provide the analytical foundation for Prospera works in addressing the analytic needs of our GOI counterparts and responding to new and emerging policy issues. The RA will undertake research and data analysis related to governance and policy issues in the financial sector, especially in non-banking financial institutions (NBFI). The RA is expected to support preparation of papers and presentation materials, as well as coordinate and present analysis of financial and macroeconomic policy issues assigned to Finance Thematic Area.

Scope of Services

The position is required to:

1. Undertake research; identify issues; oversee the monitoring and reporting of progress on draft analytical briefs in relation to financial and macroeconomic issues; present analysis of key information gathered and support the formulation of briefing papers and prepare relevant reports.
2. Review the assessment of issues and trends; prepare evaluations of research activities and studies.
3. Coordinate and present basic analysis of financial and macroeconomic policy issues assigned to financial policy breakthrough area. The Research Analyst will identify, collect, and analyse qualitative and quantitative data under the guidance of the Prospera Senior Economist (Financial Policy Lead) and the Economist(s), and/or Head of Breakthrough Area 2.
4. Occasionally prepare initial draft report and presentations, including coordinate and collate relevant documents. The Research Analyst will also support preparation of relevant Prospera papers and related materials for presentations to Prospera stakeholders and for final reports.
5. The Research Analyst is expected to coordinate with other Leads/Economists in BT 2.2 Area and other PROSPERA team members and relevant technical counterparts in delivering the analysis.

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



Selection Criteria – Qualifications and Experience

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

- Tertiary qualifications in economics and finance, with post-graduate qualifications preferred. Strong experience in the non-banking financial institutions (NBFI) sector will be essential; strong quantitative skill is highly preferred.
- A minimum of 2 years’ professional experience working on economic policy and financial sector issues.
- Ability to conduct research and analysis on difficult, but well-defined tasks; articulate issues and recommend solutions.
- Knowledge and experience working on the Indonesian economy and with Indonesian policymakers.
- Excellent written communication skills with fluency in Bahasa Indonesia and English (both written and oral), including advocacy and presentation skills.

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:

<p>Confidentiality</p> <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</p>	<p>Conflict of Interest</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>
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separate confidentiality agreement may be required authorising the review of sensitive material.	
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 <i>Public Service Act 1999</i> (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