

**Job description (Terms of Reference) for the Position of
Public Financial Management Reform Coordinator**

Location	Ministry of Finance, Government of the Co-operative Republic of Guyana (GCRG), South America
Project Title	Re-engineering Public Financial Management Reform Through Climate Smart Infused Strategies
Type of Contract	Local Residence Based Project Contract
Language Required	Proficient in written and spoken English
Duration of Assignment	24 months renewable with a 3 months' probation period
Working Conditions	Standard GCRG working conditions of working hours between 8:00 am to 4:30 pm, 5 days a week; 21 calendar days annual leave per year
Expected Starting Date	As soon as possible

Background:

The public finance of GCRG, is poised for exponential growth with the discovery of massive oil and gas deposits and first oil in the first Quarter of 2020. Its fiscal infrastructure needs strengthening and modernizing to cope with the demands that will be made by nascent oil and gas sector for accountable, efficient and transparent reporting fiscal operations.

The Ministry of Finance (MOF) buoyed by its Green State Development Strategy: Vision 2040 and with the championing of the Ministers of Finance, will be collaborating with donor institutions in a project entitled, ***“Re-engineering Public Financial Management Reform Through Climate Smart Infused Strategies.”***

As part of its implementation arrangements the project will seek to integrate climate change methodologies into national budgeting and public investment management consistent with GCRG's Green State Development Strategy: Vision 2040, and the Climate Action Goal of the SDGs Global Agenda 2030.

The project has eight main Outcomes for the period of 2019 to 2022, being:

1. Strengthen and modernize the National Treasury in its capacities to improve the efficiency and effectiveness of processing, accounting and reporting.

2. Strengthen and modernize the Office of the Budget in its capacity for budget planning, preparation, execution, reporting, reviewing fiscal management and debt management;
3. Strengthen and modernize the operations and procurement procedures of the National Procurement Tenders Administration (NPTA);
4. Strengthen and modernize the legislative, regulatory, and institutional framework of the fiscal management and accountability regime of the State's public finances;
5. To review the financial management systems of public corporations, local and municipalities for compliance with best practices;
6. To review and streamline the organogram of the Ministry of Finance;
7. To review the classification and remuneration of positions across the wider public service with a view to the commissioning of a comprehensive reclassification exercise;
8. To strengthen the PFM & ICT business productivity skills and ICT infrastructure across the public sector supported by a 21st century IFMIS.

In this context, a Public Financial Management Reform Coordinator is sought the Head of the Public Financial Management Reform Unit staffed with full-time consulting professional technical assistants in the areas of budgeting, chart of accounts core accounting, treasury and cash management, audit and quality assurance, human capital management and fiscal legislative drafting.

The Public Financial Management Reform Coordinator (PFM-RC) will report to the Finance Secretary and work under the technical supervision of Public Financial Management Reform Steering Committee. The PFM-RC will assist in the development of Principal Business Areas of requirements specification, business processes and trainers' manuals. The PFM-RC will also be responsible for facilitating and supporting information dissemination, liaison between the Reform Unit and regional democratic councils, municipalities, budget agencies and public corporations.

1.	Position Title & Location	Public Financial Management Reform Coordinator (PFM-RC) Duty Station at MOF, Main & Urquhart Streets, Georgetown, Guyana
2.	Reporting Lines	Reports to the Finance Secretary with secondary reporting lines to the Steering Committee
3.	Collaboration/working links with other units and partners	<ul style="list-style-type: none"> - IFMIS Unit on a daily basis for ICT/IFMIS support; - Office of the Budget on a regular basis to observe and review current processes and practices for reform; - Accountant General Department on a regular basis to observe and review current processes and practices for reform; - Budget Agencies on a regular basis to observe and review current processes and practices for reform;

4	Detailed description of duties and tasks	<ul style="list-style-type: none"> - Proactive coordination with all key MOF Department Heads and select line agencies to identify areas relating to the PFM cycle (planning & budgeting, budget execution, accounting & reporting) which would require reform and modernization; - In consultation with consultant professionals and relevant Department Heads develop periodic PFM action/work plans which clearly shows priority reform arrears, specific interventions, planned, impact areas, key deliverables, timelines, and technical assistance required; - Preparation of ToR's for the focused PFM specialists required to provide technical assistance and including their selection and recruitment process; - Launching, follow-up, co-ordination and effective implementation of all PFM technical assistance initiatives in the MOF and Budget Agencies; - Holding regular meetings with/under the Steering Committee to review progress against the work plan, identify challenges; with a view spot gaps for new reform initiatives; - Regular coordination and reach-out to budget agencies to identify and assess the impact of PFM reforms initiatives; - Provide leadership, direction and operational support in building the PFM capacity of staff in MOF and budget agencies; - Identification and launch of change management initiatives relating to PFM reforms; - Serve as Liaison to the Finance Secretary for over-all responsibility for coordination with donors and international partners on all matters relating to PFM Reforms. This will also include holding periodic round-table for donors to brief them about the reform initiatives and deliverables; - Serve as Liaison to the Finance Secretary for handling all administrative related matters of the PFM Reform Unit including developing budget estimates, secretarial staff, ect;
5.	Deliverables/Outputs	<ul style="list-style-type: none"> - Regular project implementation progress reports produced; - Working papers for meetings, workshops and training prepared and reports produced; - Lessons learned and policy briefs produced; - Mid-term and end-of-year evaluation studies and reports produced;

		<ul style="list-style-type: none"> - Operation manuals, instructions, laws and regulations updated; - Requisite annual reports prepared in a timely manner;
6.	Skills and Qualifications required	<ul style="list-style-type: none"> - A relevant Masters degree and/or professional designation in accounting, finance, business administration, social sciences or related fields; - At least five years' work experience in public finance. - Experience in working in a national treasury Department; - Experience in national level planning and budgeting; - Experience in working on a Public Financial Management Project; - Hands on experience in organizing and facilitating, meetings, training, and workshops; - A proven record of team working; - A sound knowledge of spoken and written English; - A sound knowledge of financial and data processing, and analysis tools; - Good communication and facilitation skills.
7.	Apply To	<p>Mr. Dale Browne Deputy Finance Secretary Ministry of Finance Main & Urquhart Streets Georgetown Guyana South America Tel # +592 226 1193 E-mail: dbrowne@finance.gov.gy</p>