



TERMS OF REFERENCE

PROGRAMME MANAGER

GOVERNANCE REFORM AND INSTITUTIONAL DEVELOPMENT (GRID) PROGRAMME, MONTSERRAT

Overview

A new Economic Growth Strategy has been agreed by the Government of Montserrat (GoM) to focus the economy on growth in key sectors - especially tourism. New infrastructure including a re-developed Port and a series of other UK-funded capital investments to be agreed between the GoM and the UK's Department for International Development (DFID) will also continue to improve the attractiveness of Montserrat as a place to invest and help spur private sector development as an engine of growth. There is increasing interest in a range of international investments that have the potential to create jobs and increase income and government resources. However, the conditions required to fully capitalise on the current positive prospects are not yet in place.

Despite good progress with public sector reforms, Montserrat still has a way to go to ensure that budgetary and staff resources are properly managed, and public sector institutions developed, to help create the conditions for the economic growth that will benefit the people of Montserrat and lead to greater self-sufficiency. Locally-developed public financial management reform and human development transformation plans are in place to intensify reform, but will require greater capacity and technical support to ensure they are successfully delivered and sustained.

Alongside support to build infrastructure, DFID also is providing complementary support over the next three and a half years to local efforts to implement and embed public sector reforms and strengthen public sector institutions. This programme is called the Governance Reform and Institutional Development programme (GRID). Its focus areas are public financial management, public sector management and business environment reforms. DFID support will include demand-led access to international expert technical assistance to assist local leaders develop and deliver planned reforms, and access to funding for the professionalization of the public service in areas critical to reform success. DFID is also providing funding for Montserrat to put in place a small programme team lead by a Programme Manager, to manage, coordinate, facilitate and monitor the implementation of the GRID programme.

Organisation: Office of the Deputy Governor, Government of Montserrat

Supervision: The Honourable Deputy Governor

Job Outline

The GRID Programme Manager will be responsible for ensuring programme resources are used to achieve the objectives of the GRID programme. The job holder will need to deploy their excellent financial, strategic and project management skills in allocating programme resources to meet demands for technical support and capacity building from technical working groups (TWGs). TWGs are groups formed by GoM public sector staff engaged in delivering reforms. While the Programme Manager will be directly line-managed by the Deputy-Governor, they will also report to the GRID Programme Leadership Committee (LC) on progress with the programme and for budgetary matters. The LC will be composed of the Governor, Deputy Premier, Deputy Governor, Financial Secretary and DFID Senior Governance Adviser.

The job holder's contract will initially be for 3 years (subject to programme funding). The remuneration package will be competitive and include allowances for housing, transport and an annual return ticket to their home base.

Key tasks will include:

Strategic Support

- Working with technical working groups and the Leadership Committee to refine and finalise the over-arching work plan and logframe for the programme.
- Working with technical working groups to finalise, ensure delivery of and monitor outputs of the detailed first year and quarterly plans, reporting progress to the Leadership Committee.
- Supporting the Office of the Deputy Governor and the technical working groups with preparing Terms of Reference for various elements of the GRID programme as required.

Programme Management

- Managing the call down and ensuring services provided are in accordance with agreed targets.
- Ensuring the development and establishment of appropriate management, information and communication systems, which will enable timely

analysis, reporting and tracking of implementation sector-wide reform initiatives.

- Providing excellent financial management for the locally-held programme resources, working with the Ministry of Finance to ensure accurate forecasting, financial reporting, disbursement of funds and compliance with DFID rules for management of financial aid funds.
- Managing, projecting and ensuring funding is provided for the delivery of a range of professionalization activities as agreed by the Leadership Committee and recorded in the over-arching work plan.
- Working with the Human Resource Management Unit to ensure that professionalisation activities are tracked, recorded and reported upon.
- Ensuring that funds committed to professionalisation activities offer good value for money, particularly in relation to beneficiaries completing courses and acquiring the required competencies.
- Maintaining an updated GRID logframe as the programme progresses, and taking action to keep programme on-track to achieve milestones and targets.
- Providing excellent line management to any addition GRID programme staff in accordance with the GoM Performance Management System.

Technical and Advisory

- Formulating policy advice on legislative and regulatory frameworks to streamline public service administration.
- Advising on change management strategies to engage officers and stimulate buy-in for sustaining effective implementation of reform initiatives.
- Identify bottlenecks and recommend changes to ways of working to the Leadership Committee to that will ensure improve results.
- Provide practical advice on all aspects of the public-sector reform programme to technical working groups, the Governor, Deputy Governor, Financial Secretary and Heads of Departments.
- Provide hands-on assistance with the implementation of the different aspects of the programme where appropriate and as directed.
- Provide support to the Chief Human Resource Officer in identifying capacity building and development programmes for GRID support.
- Managing a Deputy-Programme Manager to provide support in achieving the programme team's objectives.

Special Conditions

The post holder will be occasionally required to work outside normal office hours, including weekends and public holidays.

Personal Qualities and Skills Required

An experienced public service expert and team leader is required to provide programme management services for implementation of the project. The Programme Manager should have:

Essential

- Solid experience working in a public sector environment and/or experience in implementing public sector reform projects (preferably in Overseas Territories and/or the Caribbean).
- Excellent proven project and financial management skills.
- A post graduate degree in public management, organizational development, human resources development or related fields.
- Excellent oral and written skills.
- Research, analytical and problem solving skills.
- Good presentation, coordination and organizational skills.
- Excellent political judgement and sensitivity, and ability to understand and adapt to different cultural contexts.

Desirable

- Specialized training in change management, project cycle management, public sector reform, budget management, public financial management, and planning and policy formulation, monitoring and evaluation is desirable.
- Existing familiarity or experience working in overseas territories or other small island developing state experience.
- Familiarity with managing relationships with international donors and technical assistance.