

TERMS OF REFERENCE: PUBLIC SECTOR ADVISOR

GOVERNMENT OF MONTSERRAT

Overview

A strategic priority of the Government of Montserrat is to strengthen good governance across the public service both at the policy (strategic) and implementation (operational) levels through corporate leadership and high performance. Despite good progress with public sector reforms, Montserrat still has a way to go to ensure that public sector institutions are developed to create the conditions for economic growth that will benefit the people of Montserrat and lead to greater self-sufficiency. To date, the Government of Montserrat has produced significant results and impact in steering through major change and modernization processes including in Policy & Strategic Management, Governance, Human Resources Management & Development and Public Finance and Economic Management. These have been achieved through the implementation of various public sector initiatives including PSR 1&2, the Empowering Excellence Programme (EEP) and the Governance Reform and Institutional Development (GRID) in partnership with the UK's Foreign and Commonwealth Development Office (FCDO). However, greater capacity and technical support is required to design public sector reform processes that would enable better systems, standards and improved capacity within the Government of Montserrat. Linked to this is the 2018 Performance Audit of the Office of the Deputy Governor (ODG) and the current status of public sector reform on Montserrat.

With its continued investment, the Government of Montserrat will leverage the FCDO's commitment by using available resources and technical assistance to consolidate achievements and design programmes that further support agency wide reform priorities.

Some of the most significant changes over the next 18 months will include;

- The Development of a whistleblowing system for the public service aimed at identifying and eliminating wrongdoing.
- Streamlined Grievance and Disciplinary Procedures
- A review of the effectiveness of the Integrity, Complaints and Public Service Commissions.

- Formation of an anti-corruption strategy that defines a set of objectives in preventing corruption along with monitoring mechanisms following implementation.
- Continued reforms in Internal and External Audit to include the establishment of an Internal Audit and Risk Committee.
- Continued professionalization of the public service through the implementation and monitoring of Capacity Building and Leadership Development programmes.
- Digital Transformation Framework that re-engineer's government processes to support better decision making and service delivery; enables flexible working and a remoter workforce for enhanced productivity and more adaptive, modernized ways of working.

Job Outline

The Public Sector Advisor will strengthen the Government of Montserrat's capability in implementing and building capacity to advance local prioritised Public Sector Reforms in the areas of Public Financial Management, Governance and Human Resources Transformation. The job holder will need to deploy excellent financial, strategic, public administration and programme management skills in allocating resources to meet demands for technical support and capacity building from senior public officers engaged in delivering reforms. While the Public Sector Advisor will be directly line-managed by the Deputy-Governor, the individual will report on any progress and provide regular insights on budgetary matters to the Public Sector Reform (PSR) Steering Committee which is the governance body and ultimate decision maker on the scope, priorities and allocation of resources of public sector reform activities. The PSR Steering Committee is comprised of the Governor, Deputy Governor, Financial Secretary, Attorney General, Chief Human Resources Officer, Permanent Secretary (on rotation) and FCDO Senior Governance Advisor.

Key tasks will include:

Strategic Support

- Design business case for future change initiatives in Digital Transformation, Human Resources Development and Governance, building on ongoing reform programmes geared towards strengthening the Government of Montserrat's policy, regulatory and structural framework.
- Act as a resource person to the PSR Steering Committee to effectively manage resources available to the Government of Montserrat to ensure

that desired outcomes are achieved, while demonstrating value for money.

- Collaborate with senior managers and technical working groups to finalise, ensure delivery of reform interventions and monitor outputs, reporting progress to the Steering Group.
- Support the Office of the Deputy Governor with the preparation of Terms of Reference for various elements of Public Sector Reforms, mentoring of senior management team and the procurement and contract management of specialist inputs as required.

Programme Management

- Managing the drawdown of resources 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 PSR 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.
- Providing excellent line management to any staff in accordance with the GoM Performance Management System.
- Remain up to date on national developments and international best practice as it relates to PSR and escalate any issues to the Steering Group.

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 reform and transformation initiatives.
- Identify bottlenecks and recommend changes to ways of working and other systems and processes to the Steering Group that will ensure improved 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 Organisational and Process Review of priority Government Ministries and Departments, Public Administrations Bill, streamlined Grievance and Disciplinary Procedures and Digital Transformation of Government of Montserrat,

and other key public sector initiatives where appropriate and as directed.

- Provide support to the Chief Human Resource Officer in identifying and strengthening existing capacity building and development programmes.
- Support the Chief Human Resource Officer and Human Resources (HR) Specialist in coordinating Human Resource Development Transformation interventions and harmonise PSR initiatives.

Special Conditions

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

Personal Qualities, Skills and Experience

A public service expert and team leader with significant experience in leading change programmes within public sector environments. The Public Sector Advisor 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.
- Understanding aspects of public financial management and budget cycle
- A post graduate degree in public sector management, organizational development, human resources development or related fields.
- Excellent oral and written communication 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.

RECIPIENT

Office of the Deputy Governor, Government of Montserrat

REPORTING

The Post holder would report to the Honorable Deputy Governor, within the Office of the Deputy Governor.

REMUNERATION

The remuneration package for the post of Public Sector Advisor is up to EC\$210,000 (taxable) inclusive of Basic Salary and allowances.

The post holder will be contracted by the Government of Montserrat through the Human Resources Management Unit (HRMU).

TIMEFRAME:

Appointment will be made on a contractual basis for a period of three (3) years.