
Terms of Reference

Program Officer Support to the Joint Secretariat in the Ministry of Home Affairs

INTRODUCTION AND BACKGROUND

The Australia Indonesia Partnership for Decentralisation (AIPD) is a five-year program providing technical assistance and capacity building support to local governments and civil society to better manage public resources, leading to improved service delivery and reduced poverty.

AIPD works with GOI and civil society partners to improve local governments' capacity to manage their own resources – to prioritise, plan, budget for and implement their responsibilities in health, education and infrastructure.

AIPD supports both “supply” (national, provincial and local government) and “demand” (civil society) side stakeholders, by providing Technical Assistance and capacity building based on demand from local partners, and utilising local expertise and institutions. On the supply side, the program works to help build capacity for improved budget planning and execution in provincial and district governments. On the demand side, the AIPD facilitates improved transparency and accountability and strengthen civil society engagement in budget planning and monitoring.

PURPOSE

The purpose of this position is to provide AIPD with a dedicated resource person to coordinate and oversee AIPD support to the Ministry of Home Affairs AIPD Joint Secretariat (SEKBER) and to link AIPD work at the sub-national level with efforts by the Government of Indonesia to improve and refine fiscal decentralisation policy.

DUTIES AND RESPONSIBILITIES

Under supervision of the Deputy Program Director the Program Officer will work closely with the Public Finance Coordinator and undertake the following:

1. Support the Deputy Program Director to develop and maintain an equal partnership between AIPD and relevant government unit/directorate in the Ministry of Home Affairs.
2. Support the Deputy Program Director to lead the planning and implementation of

- AIPD support to SEKBER to ensure SEKBER functions as a joint secretariat for Bappenas, Ministry of Home affairs and the Ministry of Finance.
3. Provide high quality technical advice and support to the Deputy Program Director in reviewing ToRs/concept notes, modules and reports submitted by implementing partners and GoI counterparts.
 4. Work closely with the Directorate General Keuangan Daerah, the Directorate General Otonomi Daerah, the Joint Secretariat (SEKBER) and others related government unit within the Ministry of Home Affairs to develop an annual work plan and budget, oversee the implementation of activities to ensure that all planned activities are carried out in a timely manner, are of high quality and within the agreed budget.
 5. Capture the main issues and lessons learned from provincial and district levels and feed them back to the national level to contribute to the debate on decentralisation policy reform.
 6. Synthesise these lessons and provide recommendations to the Ministry of Home Affairs.
 7. Support the Deputy Program Director to prioritise the agenda on decentralisation reforms, and how these reforms can be taken forward.
 8. Report back to provinces and districts on major new policy discussions and provide support to provinces and districts to provide substantive input into the reform debate.
 9. Lead ongoing monitoring of AIPD support to MoHA and the Joint Secretariat (SEKBER), ensuring that they align with AIPD objectives and the M&E system.
 10. Maintain good relations with members of the AIPD Program Coordination Committee and keep them abreast of program developments.
 11. Support Sekber to undertake annual AIPD PCC meeting.
 12. Other duties as required.

OUTPUTS

1. AIPD Central Government strategy (in collaboration with other program officers at central government under the supervision of the Deputy Program Director)
2. MoHA and SEKBER annual work plans agreed and implemented.
3. Make a significant contribution to the monthly update of AIPD support to Central Government.
4. Contribute to six- monthly and annual reports of AIPD.
5. Produce at least two "decentralisation issues" papers per year.

LIAISON / REPORTING

The Program Officer reports to the Deputy Program Director on strategic issues and to the Contractor Representative on HR and Admin issues.

QUALIFICATIONS / EXPERIENCE

1. Graduate degree in public finance management, social science or relevant study fields with a minimum of five years experience in program implementation.

2. Deep understanding of GOI's decentralisation policies and current issues, especially related to MoF and Bappenas roles.
3. Excellent communication skills (both English and Bahasa Indonesia) and well-developed interpersonal skills.
4. Excellent report writing skills.
5. Self-motivated and able to work with minimum supervision.
6. Demonstrated ability to provide high quality reports and other outputs.
7. Good team player.

TIMING / DURATION

Full time, commencing as soon as possible to 31 December 2013.

LOCATION

The Program Officer will be located in Jakarta.