

PUBLIC SECTOR REFORM UNIT

TERMS OF REFERENCE

PROGRAMME OFFICER - INSTITUTIONAL REFORMS

Organisation Context

The Public Sector Reform Unit (PSRU) in the Office of the President is charged with the responsibility of providing leadership, co-ordination and strategic guidance in the monitoring and implementation of the Government's Public Sector Reform Programme. The Programme is geared towards a performance-oriented, citizen-focused public service. Co-ordinating Public Sector Reform activities requires effective policy design and analysis, programme management, effective communication with all stakeholders, as well as monitoring and evaluation to determine the extent to which the Programme is meeting its objectives and creating the desired impact.

PSRU staff are expected to be pro-active, highly analytical, forward thinking and able to work in a fast-paced environment. The challenging roles present an opportunity to add-value to the public service, offer professional development opportunities and a chance to make an impact on a small but dedicated team.

Job context – the Programme Officer will perform duties within their technical function, as assigned by the Head-Institutional Reform. The post holder will provide support in these areas ensuring that the existing Reform Programme is implemented in a timely, efficient and effective manner.

Purpose: To support the conduct, analysis and implementation of the recommendations of Management and Functions Reviews (**MFRs**), through systems and process reviews and other capacity building and Public Sector Reform initiatives.

Duties: Reporting to the Head-Institutional Reform, the Programme Officer will provide support and assistance in pursuing the objectives of the Unit in the delivery of the outputs listed below:

1. Develop and implement the Annual Work Plan for their functional area
2. Act as additional or alternative Focal Person in the area of Institutional reform as directed by the Head-Institutional Reform
3. Conduct special reviews, surveys and assessments within the Public Sector Reform context.
4. Provide technical backstopping to all reform environments in terms of institutional reforms
5. Ensure that reform initiatives are consistent with the Public Sector Reform framework. This includes Mainstreaming Gender and Anti-Corruption issues.
6. Review monitoring reports from the various reform environments
7. Prepare the function's performance reports
8. Participate and facilitate the implementation of the Public Sector Reform programme initiatives, providing expertise as and when required in implementing PSR initiatives.
9. Provide timely and professional input to the planning, conduct, updating and implementation of MFRs as part of an ongoing process, particularly focussing on pro-actively assisting the HRMO and MDAs in the implementation of the recommendations of the MFRs.
10. Provide on-the-job training/coaching/mentoring to MDA officials in making the changes and in performing any new functions that follow from the reform;
11. Providing on-the-job training/coaching/mentoring to staff and other external stakeholders in explaining the purpose rationale and contents of the Reform Programme;

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12. Where necessary, and in consultation with the Head of Programmes, modify reform proposals to take into account feedback from key officials and beneficiaries of MDAs outputs to make them more useful and relevant;
13. Reporting - Assist in the preparation of:
 - (a) PSRU's Annual Work Plan;
 - (b) Periodic reports including PSRU's Quarterly and Annual Reports and Minutes of Steering Committee meetings
 - (c) Proposals for Resource Mobilisation, particularly in relation to Technical Assistance and funding (whether Government or external)
 - (d) Donor Partner/external Reports; and Terms of Reference for external Consultants
 - (e) Reports for Cabinet and for other Key partners where required.
14. Submit comprehensive Monthly progress reports on their Work Plan and activities relating to their Terms of Reference
15. Provide support to PSRU Weekly/Monthly/Quarterly meetings
16. Perform any other duties assigned by the Director

Skills and Competencies

- Research skills: must be able to undertake research, collecting and collating data with minimum supervision.
- Analytical & critical reasoning skills: the ability to analyse data and reach appropriate conclusions
- Report-writing: must have the ability to write reports to a high standard, reflecting the research conducted. Evidence of individual dissertations and/or theses written will be an advantage.
- Knowledge and experience in Records Management will be an added advantage

Qualifications and Experience

- A minimum 5 years' relevant post-Masters work experience in the public or private sector, at least 3 of which at middle management level with supervisory responsibilities. Experience in the public sector and/or in Development organizations in Sierra Leone will be an added advantage.
- A Masters Degree in Business Administration, Economics, Statistics, Public Administration, Human Resource Management, Political Science or Law from a recognized University.
- Experience in managing a small team
- Experience in developing and analyzing budgets, resource mobilisation and records management will be an added advantage

Person specification

- A mature and confident individual with good interpersonal skills.
- Communication skills – must be able to communicate effectively, articulate their view (verbally and in writing) and actively listen to other points of view
- Good organizational skills with the ability to work in a team, supervise others and to multi-task whilst prioritizing own work, sometimes with minimum supervision.
- IT literacy – must be proficient in MS Office (Excel, Word and Access); familiarity with modern records management software applications is an added advantage.
- Coaching and mentoring skills – must be able to demonstrate the ability to supervise and transfer knowledge to colleagues at all levels.
- Proactive in updating job knowledge and education

SIGNED

NAME

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