|  |  |
| --- | --- |
| **Salary band 4 –** **Professional 4T** | **Project advisor for Public Finance Management to support implementation of the project “Good Governance for Local Development” in Azerbaijan** |
| Reports to: | Team leader Azerbaijan Good Governance for Local Development South Caucasus |
| Deputy: | -- |

**A. Responsibilities**

The technical professional is responsible for

* Public financial management (PFM) reforms at the national and subnational level and related capacity building in general;
* Fiscal transfer and equalisation mechanisms;
* Digital solutions in and automation of PFM processes;
* data security in PFM systems;
* External control, e.g. development and utilisation of different types of audits (financial, performance audits) with a specific focus on subnational service and infrastructure provisioning and revenue audits, improving the accessibility and use of audit results by the public (citizens’ versions), building analytical and planning skills, strengthening digital capacity for a more effective utilisation and monitoring of audit results;
* gender-sensitive budgeting including at the rayon level;
* selected measures in support to reforms of fiscal policy and administration, e.g. improvement of client-orientation, fiscal audits, generation of revenue at the subnational level;
* potentially, selected measures in support of strengthening mechanisms of internal control at the rayon/ municipal level;

**In addition, he/she will provide advice/ backstopping support to the following topics and processes:**

* fiscal aspects of regional planning;
* knowledge management, exchange and learning on the above-mentioned topics at the regional and international level.

**The technical professional performs the following tasks:**

**B. Tasks**

**1. Advising and supporting partner organizations (Ministry of Finance, Ministry of Taxes, Chamber of Audits, State Committee of Family, Women and Children Affairs)**

Project advisor

* assists in preparing a plan of operation for the activities under the project
* contributes in implementing the GIZ assistance to the project
* assists in implementing the activities under the project
* organizes the deployment of short-term experts as planned in the project
* provides technical advice to partners in every day interaction and cooperation
* organizes monitoring and evaluation of planned activities
* prepares for and contributes to evaluation of achievements
* organizes capacity enhancement measures for partners.

**2. Management and coordination within GIZ**

Project advisor

* coordinates and assists in preparing and conducting project activities and related tasks
* contributes to break-down of project activities into the specific action plans and assists in synchronizing the operating and budgeting system
* plans, coordinates and documents meetings, workshops, seminars, forums and other project activities with a focus on technical and organizational aspects
* assists with recording and documenting the results of all activities
* supports in project monitoring and updates information on project progress, documents and reports regularly on the status of results
* assists national and international experts assigned to the project in carrying out their work

**3. Communication and networking**

Project advisor

* develops and maintains contact with project stakeholders
* ensures knowledge management: collects processes and distributes relevant information, monitors communication and interaction between government institutions, NGOs and society through analyses of the media, direct dialogue, participation in meetings and seminars etc.
* contributes to the project visibility and PR activities.

**4. Other duties/additional tasks**

Project advisor

* performs other duties and tasks at the request of management

**C. Required qualifications, competences and experience**

**Qualifications**

* University Degree (master-level) in Economics, Fiscal Law, Public Administration, or comparable academic background

**Professional experience/ sector competence**

5 years professional experience in a comparable position, of which 3 years of working experience in the field of public finance

* Sound knowledge of the public finance system and current reforms in Azerbaijan (budget process and management, fiscal decentralization, external and external control, reform of tax policy/administration);
* Sound knowledge of relevant international standards and practices;
* Good knowledge of key processes of public service and territorial reform in Azerbaijan;
* Good knowledge of rayon administration and the local self-government systems of Azerbaijan;
* Good knowledge in the field of external control, fiscal transfer and equalization mechanisms and fiscal reforms;
* Professional experience working in or with the Chamber of Accounts highly desired;
* Professional experience in advising government bodies highly desired;
* working experience in or with MoF, MoT, Chamber of Audits is an advantage;
* Working experience in or with regional administrations and representatives of municipalities an asset;
* Ability to access and make use of results from the international discussion on PFM (e.g. studies and comparative analysis in English language)

**Other knowledge, additional competences**

* excellent analytical, communication, and problem-solving skills
* ability to apply professional expertise successfully in cooperation, advisory services and management
* ability to operate flexibly, soundly and with diplomatic skills in a context of international cooperation and change and reform processes
* excellent organisational skills, ability to operate independently and a high responsibility for achieving results
* strong professional ethics, interpersonal skills, intercultural competencies and sensitivity
* tolerance, flexibility and self-motivation
* ability and willingness to work in a team and to cooperate closely with an international team incl. German, Armenian, Azerbaijani and Georgian citizens
* ability and willingness to travel frequently within Azerbaijan and occasionally to Georgia and other international locations as well as to accompany Azeri delegations in regional and international exposure visits and conferences
* Fluent language skills in Azerbaijani, English are required. Knowledge of German and/or Russian are an asset.

Qualified candidates are kindly asked to send their applications by e-mail to: **hr.azerbaijan@giz.de**

Please indicate the name of the position **(Advisor for PFM)** you are applying for in the subject line of the email.

Application deadline: **20.12.2019**

Please be advised that only shortlisted candidates will be invited to the interview.