

BAN: Good Governance Program

TERMS OF REFERENCE

1. Program Manager (48 months, full time), to be based at the Cabinet Division; responsibilities include:

- (i) assist in coordinating Program management work related to the executive branch of government, including helping implement the National Integrity Strategy (NIS);
- (ii) assist in conducting all relevant evaluations of Program components;
- (iii) liaise with government agencies on policy reforms and actions required to achieve the Program outcomes;
- (iv) coordinate the work of other national and international consultants on various components of the Program, and ensure timely implementation of the Program outputs and activities;
- (v) take responsibility for all reporting arrangements in the Program, and submit reports to the Cabinet Division and ADB as and when required;
- (vi) prepare and maintain a Program Performance Information System to track Program progress;
- (vii) assist in the procurement of consulting services, equipment, and training services in the implementing agencies as per ADB guidelines; and
- (viii) take on any other tasks identified by the Cabinet Division and ADB that may be necessary to ensure that the Program is implemented effectively, and that Program scheduling is maintained.

2. Deputy Program Manager (first 24 months, full time), to be based at the Cabinet Division

The terms of reference of the Deputy Program Manager are to assist the Program Manager in all the responsibilities that are specified above. He/she will be reporting to the Program Coordinator at the Executing Agency through the Program Manager.

3. Program Manager (48 months, full time), to be based at the Office of the Registrar, Supreme Court; responsibilities include:

- (i) assist the Office of the Registrar in coordinating Program management work related to the judiciary, including liaising with the experts at the Judicial Service Commission and Judicial Pay Commission to ensure Program outcomes;
- (ii) provide support to Supreme Court in the process and management of the asset and wealth declarations in the judiciary;
- (iii) assist the Supreme Court and district courts, as necessary, to implement the policy of separation of the judiciary from the executive,

- (iv) provide support in the preparation of the annual “State of the Judiciary” report;
- (v) assist in the procurement of consulting services, equipment, and training services in the judiciary-related implementing agencies as per ADB guidelines;
- (vi) follow up on disseminating action resulting from any citizen report card exercises related to the Program;
- (vii) coordinate, and provide guidance to, the work of other consultants and experts to be brought into the Program for support to timely implementation of Program components related to the judiciary;
- (viii) be responsible for all reporting arrangements in the Program as they relate to the judiciary; and prepare and maintain a Program Performance Information System at the Office of the Registrar to track Program progress; and
- (ix) take on any other tasks that may be necessary to ensure that the Program is implemented effectively in the judiciary, and that all policy actions related to the judiciary are well on their way to being met by the milestone dates.

For the two Program Manager positions, the successful candidate will have at least 8 years of experience in managing projects and programs in the public sector; will have had suitable academic qualifications (but no less than a post-graduate degree in the fields of public administration, governance, law, and other similar areas); will be familiar with the government’s anticorruption policies and programs as well as how government agencies function; will have demonstrated ability in writing effectively; and will have extensive knowledge of the sector in which he/she will be working.

For the Deputy Program Manager position, similar conditions apply except for at least 5 years of professional experience.