



Employment Opportunity Senior Instructor – Fiscal & Economic Analysis Program

PCAsia is urgently seeking an energetic and motivated candidate to fill the position of “Senior Instructor” for the Fiscal & Economic Analysis Program of a high profile and dynamic organization.

Parliamentary Centre of Asia

PCAsia works for an ASEAN region where peace, harmony and mutual understanding are supported by highly qualified parliamentary staff which has the capacity to operate at standards that are internationally recognized. This includes Parliaments where the inclusion and representation of all citizens is fully reflected and where Parliamentarians have access to evidence-based knowledge and research resources that properly support their decision-making, and enable them to serve their constituents at the highest level of performance

PCAsia offers capacity development to enable parliamentary staff throughout the region to perform their roles efficiently and effectively. It responds to demand from Parliaments to provide training in subjects that meet needs, delivered with flexibility that acknowledges unpredictable working and personal schedules. It also supports the identification and dissemination of knowledge that enables Parliaments – their Members and staff – to serve constituents in a thorough, equitable and non-partisan manner, and provides a platform for the gathering and exchange of experience and the nurturing of friendship and mutual understanding. A particular focus is placed on supporting Parliaments to understand and deepen their representation function in a way that includes all of their citizens and that enhances national and regional stability.

Role of department

The training of Parliamentary staff is at the core of PCAsia’s mission, and the Capacity Development (CD) department is responsible for carrying out the bulk of this work. CD handles curriculum and syllabus design for many training programs, and its staff provides practical training according to their respective expertise for most of the many training programs. With the transition to blended learning and learning by distance, CD staff increasingly play a facilitation role, working with external experts to design and deliver content suitable for digital platforms, then working with trainees to complete the related assignments.

Other responsibilities include researching, the mentoring and quality control of research products produced by the trained parliamentary researchers, and providing quality control technical advice with regards to newly-trained parliamentary staff members when back working in their institutions of provenance in applying their newly-acquired skills.

Position description

Senior Instructor is constituted in the training and research of Economics and Budget Program (EBE). She/he is under the direction of the Program Manager and/or CD Director. Besides her/his core tasks described below, he is required to actively participate and assist the CD director and/or program managers in coordination of CD capacity building and training. In addition, she/he is required to be one of PCAAsia resource persons to other staff, and fellows in time of need for technical support regarding her/his expertise in economic and fiscal analysis.

The position holder will share his/her duties with the program manager and other team members to implement Fiscal Analysis Capacity Training (FACT) program. The overall objectives of the training program are: to increase the capacity of parliamentary staff to perform fiscal analysis related tasks, and to increase transparency on public funds in pursuit of the democratic principle through the oversight function. The training program consists of three training modules, starting from the basic level to more intermediate topics, totalling 18 months.

Main responsibilities and tasks

The Senior Instructor has specific roles, responsibilities and tasks as follow:

- Lead the development of training curriculums and materials to be delivered for fellows in the FACT program in the areas of statistics and state budget
- Deliver trainings for fellows in the FACT program in the areas of statistics and state budget
- Provide coaching/mentoring to fellows in a practicum of writing briefing note, fact-sheet and other assignments.
- Ensuring quality of training products produced by the fellows (briefing note, fact-sheet and other assignments)
- Conduct capacity assessment of fellows on subject matters regularly to ensure timely actions can be taken to support fellows on the right track.
- Assist Program Manager of Economics and Budget and/or CD director to recruit external lecturers to deliver some required training courses for the program
- Assist the Program Manager of Economics and Budget and CD director to identify and invite guest speakers to share their knowledge and experiences in state budget sector to the fellows.
- Produce research papers/briefing notes and deliver presentations to Parliamentary clients as requested
- Provide coaching/mentoring and technical inputs on products produced by former FACT trainees upon request
- Assist Program Manager and CDD director to develop program work plan including annual work plan
- Prepare a monitoring tool to follow up the progress of program implementation
- Provide data on the program implementation for Manager and CD director to write program's progressive report.
- Provide expertise inputs to PCAAsia's training curriculum and products on the request

- Perform other tasks requested by Manager, CDD Director and the PCAsia Executive Director
- Demonstrate and promote fair and reasonable standards in a multi-cultural, capacity development environment using a constructive professional approach with PCAsia clients including Analysts, Interns and Fellows.
- Comply with the PCAsia personnel manual.

Required qualifications, skills and experience

Essential

- Master's degree, or higher, in economics, public finance, development economics or related fields, preferably from a recognised overseas university.
- Substantial knowledge in statistics and quantitative economic analysis.
- At least five years' experiences in deliver training in the areas of statistics and state budget as well as coaching experience.
- Experience in producing research on macroeconomics, economic development, economic policy analysis or related fields.
- Excellent oral and written skills in Khmer and English.

Desirable

- Previous experiences working in parliament environment of ASEAN countries.
- Previous experiences in working on subject matters such fiscal policy as well as state budget in ASEAN country members.

Interested applicants should send a cover letter indicating salary expectation and CV to job@pcasia.org with "Senior Instructor – Fiscal & Economic Analysis Program" for the Parliamentary Centre of Asia, in the subject line by 2 December 2021. Only short-listed candidates will be contacted.