State Finance Commission Lead – SJHIFM

Post Title : State Finance Commission Lead

No. of Post : One

Organization : SJHIFM

Supervisor : Director, SJHIFM

Duty Station : Haryana (Panchkula/Gurugram)

Duration : 36 months (extendable based on performance)

Type of Contract : SJHIFM to issue Direct Contract

Remuneration : Rs. 1, 44,204/- to Rs. 1, 72,667/Month

The State Government of Haryana has solicited the technical support of United Nations Development Programme in identifying qualified and experienced professionals to work with Swarna Jayanti Haryana Institute for Fiscal Management on different domain areas. UNDP will support the State Government in identifying technical experts through its Recruitment and Selection process.

The contract will be issued by the State Government as per their Terms and Conditions. The decisions with regard to contract management, contract extensions etc. Will be governed by the Terms and Conditions of the contract and at the discretion of the State Government.

Background

Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM) is one of its kind initiatives in India in the field of Public Economy and Policy. It is meant to serve as a premier research institute of the State in the field of Public Economy & Policy. The Institute aims to strengthen the State’s capacity on issues concerning Public Financial Management. It also play a key role to provide state of the art advice to the Government of Haryana. Indian economy and governance systems are changing at a fast pace, throwing a bigger challenge for the State Governments to respond in equal measure. For a modern and responsive Finance Department at the State level, it is important that “informed” decision making within government including up to local bodies based on consistent and transparent governance processes is put in place. Drawing its mandate from the
Duties and Responsibilities:

Under the supervision of the Director, SJHIFM, the incumbent will –

- Leads the development of vision, objectives and goals of the Institution. Provides leadership for State Finance Commission planning.
- Responsible for preparing comprehensive formats for soliciting information/data on various aspects of local finances i.e. income and expenditure of all tiers of PRIs and ULBs (Municipalities) for a period of last five years, and projections for the next five years.
- Prepare and Monitor the implementation of the previous State Finance Commission’s report and will be helpful in regard to collection of data for next Finance Commission.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the Institution.
- Coordination with agencies involved in the process, Government of India and various state Govt. departments, NITI Aayog, UN Agencies and technical agencies.
• Coordinate and support the meeting of all the Conclaves (members will include senior officials from departments and other experts) that have been formed to work on each division of the Institution.
• Suggest and prepare detailed concept notes for possible actions that will be identified to dovetail state development priorities.
• Provide technical inputs in planning the roll-out by bringing together relevant experiences at National and International level.
• Collate and present information and budgetary data for all the social protection schemes of Central and State Govt. and prepare outcome analysis report for use of the working groups.
• Contribute to the design of sensitization programmes and capacity building workshops.
• Contribute substantial input to development of work plans, research questions, project concept notes, and field research guides.
• Perform any other duties assigned by the Director SJHIFM.

**Competencies:**

**Functional Competencies:**

Job Knowledge/Technical Expertise
a. Thoroughly familiar with the Central and State policies related to Finance and Economics, development context and challenges about key developmental issues in the state.
b. Writes concept notes, background material based on secondary data.
c. Excellent written and oral Communication skills
d. Knowledge of Computer skills including Internet and Office.

Results Based Programme Development and Management
e. Researches linkages across programme activities to identify critical points for integration.
f. Participates in formulation of project proposal and ensure substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly.
g. Strong writing and analytical skills.
h. Ability to conduct empirical analysis having research tools such as Regression and Econometric Models.

**Core Competencies:**

• Promotes and enforces ethics and integrity and creates precedence in good practice.
• Demonstrates Central, State and corporate knowledge and sound judgment
• Self-development, ability to take initiative, adopts a corporate approach to complex
situations.
Creates and promotes an enabling environment for open communication.

**Required Qualification and Experience:**

**Education:**
- Masters degree in Public Policy/ Economics/Business Economics/ Public Administration/ Public Finance/ Business Administration/ Management/ Commerce/ Chartered Accountant/ ICWA/CS.
- Desirable PhD. in above fields.

**Experience:**

At least 7-10 years Post qualification and relevant experience in one or more of the following areas:
- Programme Management/ Policy Formulation/ Financial Management (Resource, Expenditure, Accounts, Costing, or Debt)/ Public Procurement/ Operations/ Monitoring and Evaluation/ Business Outreach/ Business Administration.

**Language Requirements:** Fluency in written and oral English and Hindi.

To Apply, please send your updated CV at hrrecruitment.in@undp.org.

Please put the post title: “State Finance Commission Lead” as a subject to the email