



República Democrática de Timor-Leste  
Ministério das Finanças



Direcção Geral dos Serviços Corporativos

“Seja um bom cidadão, seja um novo herói para a nossa Nação”

Dili, 8 March 2013

Ofício No. **291**. DGCS/MoF/III/2013

**Subject: Vacancy Announcement**

The Ministry of Finance is seeking applications from qualified applicants for the position of **Resident Infrastructure Project Officer** (re-advertised) to assist MPS with project appraisals related to government infrastructure procurement activities and oversee project management and implementation in collaboration with the relevant Ministries and government agencies and other stakeholders

**APPLICATION PROCEDURE**

Please visit our website at [www.mof.gov.tl](http://www.mof.gov.tl) and go to ‘Employment Opportunity’ to learn about our recruitment process and your **application requirements** including how to **address the Selection Criteria** in your application.

Applications need to be addressed to our Resident Procurement & Contract Management Officer Lucio MCJ dos Santos, at email address, [jobs@mof.gov.tl](mailto:jobs@mof.gov.tl), no later than **17:00hours Timor-Leste time on Tuesday the 26<sup>th</sup> of March 2013**.

Applications should include (a) **A covering letter**, (b) **a detailed resume of no more than 7 pages** and (c) **Your response to the selection criteria**.

Applicants must answer clearly the selection criteria, in the attached format, delineating how they have met the requirements. We do not expect that you would just cut and paste from your resume but rather explain concisely and succinctly how you have met these competences, possibly providing brief examples etc. Incomplete applications will not be considered.

Only short-listed candidates will be contacted.



Januario da Gama  
General Director of Corporate Services

## TERMS OF REFERENCE

<b>Job Title:</b>	<b>Resident Infrastructure Project Officer</b>
<b>Objective:</b>	To assist MPS with project appraisals related to government infrastructure procurement activities and oversee project management and implementation in collaboration with the relevant Ministries and government agencies and other stakeholders.
<b>Reporting to:</b>	Director Major Projects Secretariat
<b>Classification:</b>	Technical Contract Level C <sup>1</sup>
<b>Duration:</b>	Until 31 January 2014 with possibility of extension (based on performance assessment and the need)
<b>Location:</b>	Ministry of Finance, Dili - Timor Leste

### I. BACKGROUND

The Major Projects Secretariat (MPS), under the guidance of the Ministry of Finance (MOF), aims to accelerate the achievement of appraisal analysis and assessment for major projects financed under the Government of Timor-Leste Infrastructure Fund with special attention to major projects identified by the sector responsible Line Ministries. It will achieve this aim through networking, knowledge management, communications work, and managing the Infrastructure Fund that disburses grants for the improvement of the infrastructure in Timor-Leste

The Major Projects Secretariat provides support to the Council of Administration of the Infrastructure Fund (CAFI), raises and creates Committed Payment Vouchers (CPV's)/ Purchase Orders (PO), Payment Requests (PR), undertakes appraisal of projects proposed by Line Ministries and explores funding options to co-finance infrastructure projects through Loans and Private Public Partnership. To provide these services, the Major Projects Secretariat consists of four main units: Public Private Partnership (PPP), CAFI Support, Development Sector, and the Loan Unit.

### II. SCOPE OF WORK

RESPONSIBILITY	PERFORMANCE INDICATOR
1. Assist in overseeing the implementation of major project works contracts in cooperation with the relevant agencies of the Government and Ministries	<ul style="list-style-type: none"><li>• Implementation of contracts meets standards for due diligence</li><li>• Variances are identified and brought to attention of responsible officer</li></ul>
2. Participate in both preliminary and comprehensive project appraisals and assessments of major projects including technical and financial feasibility, economic and financial evaluation, environmental, social and cultural impacts and sustainability;	<ul style="list-style-type: none"><li>• Appraisals are timely and take account of all relevant factors</li></ul>

<sup>1</sup> Ministry Guideline 02/2012 IVGC/MF of February 3, 2012

<p>3. Assist Line Ministries evaluate major projects and prepare/ review TORs and Bid Specifications for major projects;</p>	<ul style="list-style-type: none"> <li>• Evaluations take account of all relevant factors</li> <li>• TORs and Bid Specifications conform to RDTL standards and guidelines</li> </ul>
<p>4. Collaborate closely with stakeholders through project working groups, meetings and overseeing committees to ensure full local ownership and participation by relevant stakeholders in project planning, procurement and implementation process;</p>	<ul style="list-style-type: none"> <li>• Stakeholders are actively involved in all stages of procurement and implementation of projects</li> </ul>
<p>5. Collaborate with relevant Line Ministries to review technical studies, concept designs and detailed designs including feasibility and preliminary studies, topography and geotechnical surveys, engineering designs, drawings, detail cost estimations, BoQs, contracting and budget plans of on-going and new major projects.</p>	<ul style="list-style-type: none"> <li>• Line ministries are fully conversant with all technical implications of a project</li> <li>• Reviews are timely and accurate</li> </ul>
<p>6. Assist MPS review bid documents or project documents from relevant Line Ministries for submission to National Development Agency (ADN) for final review and tender;</p>	<ul style="list-style-type: none"> <li>• Reviews meet MPS and agreed international standards of diligence and probity</li> </ul>
<p>7. Prepare monthly activity reports and assist MPS prepare quarterly progress and annual reports, project appraisal reports, and other relevant reports to MoF and CAFI;</p>	<ul style="list-style-type: none"> <li>• Reports are accurate and presented on time</li> </ul>
<p>8. Assist in monitoring and reviews of payment request progress and preparation of CPV's, PO's and check on due diligence for support documentation from line ministries including technical and financial certificates before submission of payment requests to Treasury;</p>	<ul style="list-style-type: none"> <li>• Issues of concern are identified promptly</li> <li>• Follow-up action is timely and effective</li> </ul>
<p>9. Advise on institutional mechanisms for the implementation of projects;</p>	<ul style="list-style-type: none"> <li>• Advice is sound and relevant to the Timorese context</li> </ul>
<p>10. Participate in the preparation of Public Private Partnership (PPP) and Loan Projects that are under business case discussion, and provide technical input or support as required;</p>	<ul style="list-style-type: none"> <li>• Technical input is accurate</li> </ul>
<p>11. Perform other related duties as required.</p>	<ul style="list-style-type: none"> <li>• As required</li> </ul>

### III. KEY DELIVERABLES

- Detailed information of all projects as collected from relevant Ministries, Secretariat of State Offices or other agencies;

- Oversight reports on Detailed Design Reports and Tender Documentation on projects within the sectors assigned to the consultant to be completed and readied for further action;
- Comments and reviews of Bid Documents ready for submission to NDA for final review before submission to National Procurement Commission (NPC) for tendering;
- Contract agreements with supported documents of the selected bidder from NPC are received, filed and further taken as required;
- Payment requests and certificates are prepared and submitted for approval and payment;
- Project progress reports and appraisal reports, etc are prepared and submitted;
- Contract and payment requests recorded and CPV's, PO's and PR's are prepared;
- The Adviser will provide an End of Assignment report to the DG Corporate Services, no later than 10 working days prior to the end of contract.

#### **IV. SELECTION CRITERIA**

- First degree or masters in civil engineering, structural engineering, planning, economics or related disciplines with strong skills and experience in one or more of these areas of expertise;
- Minimum 3 to 5 years relevant professional experience in or more of these areas of expertise;
- Knowledge of national and international standards for planning, design, construction standards;
- Good knowledge of a recognized system of international procurement e.g. FIDIC;
- Excellent English language skills both speaking and writing, ability to speak and write in Portuguese will be an advantage;
- Excellent computer skills;
- Readiness and ability to work with other international/national staff in a multi-cultural environment.

#### **V. PERFORMANCE EVALUATION**

The performance of the incumbent will be appraised and evaluated by the Director Major Projects Secretariat, using the Performance Appraisal System put in place and monitored by the Directorate-General for Corporate Services, Ministry of Finance.