



Ofício No.: 327 /HRU/MoF/VIII/2016

Díli, 18<sup>th</sup> August 2016

## JOB ADVERTISEMENT

### I. JOB TITLE: Administration and Finance Officer, PMU

### II. TERMS OF REFERENCE

Attached.

### III. APPLICATION PROCEDURE

Please visit our website at [www.mof.gov.tl](http://www.mof.gov.tl) and go to 'Employment Opportunities' to learn about our recruitment process and your application requirements including how to address your application.

Applications need to be addressed to the Head of Human Resources, at email address, [jobs@mof.gov.tl](mailto:jobs@mof.gov.tl), no later than **17:00 hours Timor-Leste time on Thursday, 8<sup>th</sup> September, 2016.**

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

All applicants must answer clearly the selection criteria, that can be found at [https://www.mof.gov.tl/wp-content/uploads/2015/11/APPLICATION\\_PROCEDURE\\_MoF-Revised-2015.doc](https://www.mof.gov.tl/wp-content/uploads/2015/11/APPLICATION_PROCEDURE_MoF-Revised-2015.doc) 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.

Subject to Criminal Record Check.

**Abilio Barros Soares**

Coordinator of Human Resource Unit  
Ministry of Finance, RDTL

**NB: Please note that, contracts will be done by the Ministry of Public Works, Transport, and Communications (MOWPTC).**



## Terms of Reference

<b>Position:</b>	<b>Administration and Finance Officer, PMU</b>
<b>Objective:</b>	To Assist the Project Management Unit (PMU) in management of Administration and Finance operations. The incumbent will be responsible for the accounting of PMU operational budget, arrangement of logistical needs and ensure records keeping under direct supervision of PMU.
<b>Reporting to:</b>	Manager of PMU
<b>Classification:</b>	C1-Technical for Administrative Support
<b>ToR Reference:</b>	(Insert chief approval date)
<b>Duration:</b>	12 months contract, with possibility of extension (based on Performance Assessment & Institution needs)
<b>Location:</b>	Ministry of Public Works, Transports and Communications, Dili – Timor Leste

### I. SELECTION CRITERIA

#### *I. Essential:*

- First degree in one of the following areas: Accountancy, Business Management and Public Administration or in any other related discipline;
- A minimum of 3 years professional working experience in the above referred areas;
- Strong, oral and written communication skills in at least of 3 of the following languages: Portuguese, Tétum, English, and/or Bahasa
- Excellent computer skills;
- Experience and knowledge on the financial activities and involve in preparation of annual budget plan, including knowledge of RDTL Budget Decree Law.
- Experience working in a multicultural environment and with people with different backgrounds and experience.
- Ability to work in a team and under pressure

#### *II. Desirable :*

- Portuguese.
- Knowledge and experiences in establish administrative, financial systems and procedures

### II. BACKGROUND

The Government of Timor-Leste has recently entered into a 30-year public-private partnership agreement for the construction and operation of a new international container and cargo port at Tibar Bay, 10 kilometres outside the capital Dili. The project will bring the largest-ever private investment to Timor-Leste and will see the construction of a state-of-the-art international sea port

that will make a decisive contribution to meeting the country's connectivity needs for decades to come.

In terms of internal arrangements for managing the contract and overseeing the implementation the project, the Government has decided to create a dedicated Project Management Unit (PMU), which will be functionally and administratively housed within the Ministry of Public Works, Transport and Communications but will be under the strategic command of a Steering Committee comprised of the Minister of Planning and Strategic Investment, the Minister of Public Works, Transport and Communications and the Minister of Finance. The PMU will be staffed with relevant national and international professionals, who will ensure the effective management of the Concession Agreement (CA) (including its technical, health/safety/social/environmental, legal and financial aspects.

### III. SCOPE OF WORK

Administration and Finance Officer will responsible for:

Duties and Responsibilities	Performance Indicators
1. Establish & implement administrative, financial systems and procedures consistent with the CA.	<ul style="list-style-type: none"> <li>• Detailed finance and administrative system/ procedures in place.</li> <li>• Administrative and finance activities according to systems &amp; procedures</li> </ul>
2. Provide supports and input through close collaboration with PMU manager in preparation of PMU Annual Budget plan; and Monitoring all expenditures against the plan;	<ul style="list-style-type: none"> <li>• Level of satisfaction for support and input provided</li> <li>• Expenditures corresponding to the plan</li> </ul>
3. Prepare commitment & expense vouchers for all payments including review of invoices by verifying validity and accuracy of paperwork before submission of payment processed to treasury	<ul style="list-style-type: none"> <li>• All payment documents submitted to the Treasury, MoF on timely manner</li> <li>• Payment processed documents are completed and verified in compliance with treasury checklist</li> </ul>
4. Responsible for daily processing of financial transactions, maintain database of scheduled payments and follow up with all units to ensure timely disbursements;	<ul style="list-style-type: none"> <li>• Financial transactions are successfully delivered on time</li> <li>• Follow up actively conducted</li> </ul>
5. Develop and implement a proper archiving system for all administration and finance related files, reports and incoming/outgoing correspondences for easy access and future reference;	<ul style="list-style-type: none"> <li>• Relevant files, reports and correspondences are well archived</li> </ul>
6. Maintain and update work record including contracts with service providers; prepare guidelines for proper use and maintenance of office equipment and properties.	<ul style="list-style-type: none"> <li>• Database system updated</li> <li>• All office furniture and equipments are well operated and maintenance contracts are up-to-date</li> </ul>

7. Facilitate and organize meetings and National/International Workshop as required with relevant Line Ministries, donors/Lenders or any other entities.	<ul style="list-style-type: none"> <li>• Meetings, workshop and official events are organized and conducted</li> </ul>
8. Provide PMU with the updated reports of disbursement for the preparation of quarterly and annual unit status reports and other related reports	<ul style="list-style-type: none"> <li>• Reports are prepared and submitted on time</li> </ul>
9. Perform other related duties as assigned by the Manager of PMU.	<ul style="list-style-type: none"> <li>• Responsiveness to other requests</li> </ul>

#### IV. KEY DELIVERABLES

In accordance with the performance indicator listed above and:

- Finance and administrative system/ procedures in place and responsive to obligations in the CA.
- Within 4 weeks, develop an Assignment Work Plan that is consistent with relevant activities and performance indicators of the PMU;
- Prepared Quarterly progress report against the agreed Work Plan to the Manager of PMU ; and
- Provide and End of Assignment report to the Manager of PMU no later than 10 working days prior to the end of contract.

#### V. PERFORMANCE EVALUATION

The performance of Administration and Finance officer will be assessed by the Manager of Project Management Unit, using the Performance Appraisal system put in place and carried out by Ministry of Public Works Transport and Communications. This process will include a probation period of two (2) months.