



Oficio No.: 328 /HRU/MoF/VIII/2016

Dili, 18th August 2016

JOB ADVERTISEMENT

I. JOB TITLE: Civil Engineer, Tibar Bay Port (TBP)- PMU

II. TERMS OF REFERENCE

Attached.

III. APPLICATION PROCEDURE

Please visit our website at 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, no later than **17:00 hours Timor-Leste time on Thursday, 8th 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 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).



República Democrática de Timor-Leste
Ministério das Finanças

"Seja um bom cidadão, seja um novo héroi para a nossa Nação"

TERMS OF REFERENCE

Position:	Civil Engineer, Tibar Bay Port - PMU
Objective:	Civil Engineer will assist the Project Management Unit (PMU) to ensure that the implementation of Tibar Bay Port is in compliance with the Concession Agreement signed between GoTL and the private sector.
Reporting to:	Manager of PMU
Classification:	C3. Specialised Professional
Duration:	12 months contract, with possibility of extension (based on performance assessment and the need)
ToR Reference:	09/08/2016, Head of PPP Unit
Location:	Ministry of Public Works, Transports and Communications, Dili – Timor Leste

I. SELECTION CRITERIA

I. ESSENTIAL

- First degree or Postgraduate (preferred) in one of the following areas: Civil Engineering or with strong skills and experience in one or more of these areas of expertise;
- A minimum of 3 years experience as specialist or professional in the area;
- Knowledge of national and international standards for planning, design, construction standards;
- Good knowledge of a recognized system of international standards, e.g. FIDIC; Knowledge of PPP is an advantage;
- Strong, oral and written communication skills in English.
- Excellent computer skills;
- Experience working in a multicultural environment and with people of different backgrounds;
- Demonstrate understanding of public policy and regulatory frameworks and their impact on the infrastructure development.

II. Desirable

- Knowledge of Portuguese is an advantage;

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

Under the supervision of PMU Manager, Civil Engineer will responsible for:

Duties and Responsibilities	Performance Indicators
Financial Closing Period	
1. Assist in the recruitment of the Independent Engineer (IE) - involves in the preparation of TOR, coordination with NPC and the concessionaire;	<ul style="list-style-type: none"> Independent engineer recruited within timeline set out in the CA.
2. Provide inputs in the review of the terms of the Lender's Direct Agreement and Key Subcontractor Direct Agreement;	<ul style="list-style-type: none"> Port facility detail design complied with the standards set out in the CA;
3. Coordinate with IE, review all soil and material investigation; review the original and revised design documents and any modifications;	<ul style="list-style-type: none"> Variations prepared (if required);
4. Prepare any necessary variation to the design documents submitted by Concessionaire (Grantor's Variation);	<ul style="list-style-type: none"> Grantor's obligations related to utilities are met; All of construction permits
5. Ensure the completeness of the documents submission by concessionaire to obtain all of the construction permits before start construction, and liaise with relevant Government's entity in obtaining all construction permits;	<ul style="list-style-type: none"> Affected utility services are identified and required actions are taken. Project proceeding in line with the CA
6. Review procedures for quality control and testing and review construction methodology;	<ul style="list-style-type: none"> Construction methodology, quality control and testing procedures are fully reviewed Prepared analytical reports and submitted to PMU Manager
7. Liaise with relevant authorities to ensure (i) implementation of Grantor's obligation in utility provision; (ii) survey of affected utility.	<ul style="list-style-type: none"> Report on implementation of Grantor's obligation and Survey of affected utility's prepared and

	recommendations submitted to manager
8. Provide high quality and accountable advice and take any necessary actions to ensure that the Grantor doesn't breach the CA;	<ul style="list-style-type: none"> • Timely and accurate advice to the manager to ensure Grantor is fully complied with the CA
Construction Period	
1. Review IE plans on quality control test; ensure that IE carry out its duties related to material testing and civil works;	<ul style="list-style-type: none"> • Construction material fully comply with technical specifications
2. Work with IE to ensure progress of civil works complies with Project Schedule; recommend appropriate action to expedite progress if necessary; review monthly progress report submitted by IE.	<ul style="list-style-type: none"> • Completion of each of milestone according to technical specification, other obligations and Good Industry Practices • Construction schedule are met • Monthly Progress report completely reviewed within timeframe required
3. Receive notification on completion of each of the milestone and cooperate as necessary with the IE to provide comments/suggestions regarding compliance of the completed works with Technical Specifications, Other Obligations and Good Industry Practice;	<ul style="list-style-type: none"> • Comments and suggestions on completed work provided in compliance with the systems and procedures
4. Ensure appropriate review of any concessionaire variations by the IE, providing input or suggestion as necessary; make recommendations to PMU management on cost compensation and/or extension of time.	<ul style="list-style-type: none"> • Concessionaire's variations reviewed according to specifications. • Grantor's variations developed in accordance with procedures
5. Responsible for the development of Grantor's variation, if any, including cost compensation and/or extension of time.	
6. Attend necessary tests and inspections to determine Port readiness for operation; cooperate as necessary with the IE for approval of Testing and Commissioning plans and the issuance of completion certificate.	<ul style="list-style-type: none"> • Port facility in a safe and reliable manner.
7. Monitor IE checking and certifying as-built drawings prepared by the Concessionaire;	<ul style="list-style-type: none"> • IE checking and certifying are completely monitored • Coordination with IE and Concessionaire is maintained • Operation and maintenance manual are fully reviewed
8. Work with IE in the review of operation and maintenance manual submitted by Concessionaire.	

<p>9. Review, make amendment and provide recommendations to the PMU management on the approval of the "Transition Plan" of the operation of port from Dili Port to TBP; assist in any preparation needed should early commencement is proposed;</p>	<ul style="list-style-type: none"> • Transition Plan is fully reviewed and amended
<p>10. Organize, as necessary, management meetings with the IE and Concessionaire to review the arrangements for future work. Prepare and deliver a minutes of such meetings to the PMU Managers and the Concessionaire;</p>	<ul style="list-style-type: none"> • Management meeting successfully organized • Minutes of Meeting prepared and delivered to PMU Managers and the Concessionaire
<p>11. Prepare note for PMU Manager to issue any instructions, approvals and notices as appropriate;</p>	<ul style="list-style-type: none"> • Briefing and recommendations submitted to the manager as required
<p>12. Perform other related duties as required by PMU</p>	<ul style="list-style-type: none"> • Responsiveness to other requests

V. KEY DELIVERABLES

In accordance with the performance indicator listed above:

- Within 4 weeks, develop an Assignment Work Plan that is consistent with relevant activities and performance indicators mentioned in the TOR;
- Prepared Quarterly progress report against the agreed Work Plan to 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 will be assessed by the manager of the PMU, using the Performance Appraisal System put in place and carried out by Ministry of Public Works, Transport, and Communications. There will be a probation period of two (2) months.