



República Democrática de Timor-Leste  
Ministério das Finanças



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

Ofício No.: 329 /HRU/MoF/VIII/2016

Díli, 18<sup>th</sup> August 2016

## JOB ADVERTISEMENT

### I. JOB TITLE: National Environmental & Social 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).*



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## TERMS OF REFERENCE

<b>Job Title:</b>	National Environmental and Social Officer, PMU
<b>Purpose:</b>	Assist the Project Management Unit to ensure that the implementation of Tibar Bay Port complies with the Environmental, Social, Health and Safety Requirements reflected in Concession Agreement (e.g. Conditions in the Environmental License, Environmental Management Plan, Resettlement Action Plan and Livelihood Restoration Plan, Dredging Management Plan, Local Development Plan, approved procedures in handling antiquities, unexploded ordnance or any unexpected issues)
<b>Reporting to:</b>	Manager of PMU
<b>Counterpart(s):</b>	TBP PMU staff
<b>Classification:</b>	C.3 Specialised Professionals
<b>TOR Reference:</b>	09/08/2016, Head of PPP Unit
<b>Duration:</b>	12 months contract, with possibility of extension (based on performance assessment and the need)
<b>Location:</b>	Ministry of Public Works, Transport and Communications, Dili, Timor-Leste

### I. SELECTION CRITERIA

#### **Essential**

- First degree or Postgraduate (preferred) in environmental engineering or related field with strong skills and experiences in area of expertise defined above;
- Demonstrated experience as specialist in the area;
- Proven knowledge of national and international environmental laws, policies and standards
- Proven experience in conducting environmental and social impact assessments, preparing resettlement plans
- Proven project management skills, namely monitoring and report writing
- Strong oral and written communication skills in English.;
- Excellent computer skills;
- Experience working in a multicultural environment and with people with different background and experience.

#### **Desirable**

- Knowledge of Portuguese is an advantage (List knowledge, qualification, skills and experience that in additional to the essential criteria above are desirable to be demonstrated).

## II. BACKGROUND

Government of Timor-Leste has committed itself into an agreement with private sector through a largest ever private investment in the context of a public private partnership for the construction and operation of a new international container port at Tibar Bay, 10 kilometres outside the capital Dili. The project aim to have an international sea port that can accommodate increasing TEU and other cargo that can no longer being accommodated by current Dili Port.

In line with the agreement, the Minister of Public Works, Transport and Communications (MPWTC) and the Minister of Finance (MOF) have decided that the contract management function for the oversight of Tibar Bay Port be performed through a Project Management Unit (PMU). The PMU will report to both Ministries and additionally to the Minister of Planning and Strategic Investment (MPIE) as the Steering Committee member of the PMU. The structure will be staffed with experienced professionals, both national and international, that will combine the backgrounds needed to manage the Concession Agreement (technical, concession/licensing, health/safety/social/environmental, legal, economic, and financial).

## III. SCOPE OF WORK

Responsibility	Performance Indicator
<b>1. During the Closing Period:</b>	
- Review of the Concession Agreement in line with social and environmental legislation and regulations	<ul style="list-style-type: none"> <li>• Reviewed the Concessionaire agreement and relevant legal/regulatory documents in a timely manner.</li> <li>• Checklist of environmental/health/safety/social requirements, responsible parties and timelines developed.</li> </ul>
- Support the development of the TBP PMU project plan	TBP PMU Project Plan prepared, addressing required actions from the E&S Section.
- Ensure performance of Grantor's and Concessionaire's E&S obligations with respect to the concession area	Using the checklist and workplan prepared: Performance of responsible parties monitored, any issues anticipated and/or addressed accordingly in a timely manner.
- Ensure smooth implementation of RAP	Good coordination with relevant agencies for the implementation of RAP; Execution of resettlement implemented accordingly and in a timely manner;
- Facilitate Concessionaire's consultation with relevant public authority for the development and approval of EIS and subsequent E&S Management Plans	Consultations organized properly in accordance with schedule; EIS and Management Plans prepared according to standards specified in the CA; EIS approved by DNCPIA;
- Liaise with relevant officers from Development	EIS and Management Plans

Partners (potential lenders) for the purpose of ensuring development of EIS that meet Development Partners' Standards.	produced in compliance with potential lender's standards.
- Provide recommendation to the PMU Management in the event of the discovery of unforeseeable pollution risk requiring changes to Technical Specifications.	Sound recommendation provided as necessary.
<b>2. During the construction period:</b>	
- Ensure development of strategies to deal with any antiquities, unexploded ordnance, discovery of mineral resources or any unexpected issues that may arise during the construction period.	Standard Operating Procedures and Emergency Response developed by Concessionaire are acceptable.
- Liaise with any Public Authority and the Concessionaire to anticipate changes in the design and other planned activities during the Construction period that will affect local community and the surrounding environment;	Coordination works with Public Authority and the Concessionaire done in a timely manner.
- Ensure implementation of the E&S Management Plan including compliance with obligations and standards set out in the E&S Management Plans; Ensure implementation of the E&S Monitoring Plan;	Monitoring plan implemented efficiently in a timely manner.
Monitor Concessionaire's compliance to the Local Development Plan relevant during this Period.	Monitoring of the Concessionaire's compliance to the Local Development Plan carried out efficiently and in a timely manner.

#### IV. 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 of the PMU
- Monitoring Reports (Health and Safety Plan, Environmental Management Plan, Resettlement Action Plan, Dredging Management Plan, Local Development Plan, Antiquities, Unexploded Ordnance or any unexpected issues, etc. as required) prepared on a monthly basis
- Documentations of all Public Consultations conducted and coordination meetings organized.
- Standard Operating Procedures and Emergency Response Plan to deal with any antiquities, unexploded ordnance, discovery of mineral resources or any unexpected issues.
- Prepare Quarterly progress report against the agreed Work Plan

#### V. PERFORMANCE EVALUATION

The performance of National Administration and Financial 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.