



República Democrática de Timor-Leste
Ministério das Finanças



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

Oficio No.: 326 /HRU/MoF/VIII/2016

Dili, 18th August 2016

JOB ADVERTISEMENT

I. JOB TITLE: Tibar Bay Port (TBP) Project Management Advisor

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).



TERMS OF REFERENCE

Job Title:	Project Management Advisor
Purpose:	Provide specialised advice and support to ensure the successful implementation of the Tibar Bay Port PPP project, the strengthening of the Project Management Unit, and the fulfilment by both the Grantor and the Concessionaire of the terms of the Tibar Bay Port Concession Agreement.
Reporting to:	Tibar Bay Port PMU Manager
Counterpart(s):	Tibar Bay Port PMU staff and others as directed
Classification:	C3 Specialised Professionals
TOR Reference:	05/08/2016, Head of PPP Unit
Duration:	24 months contract
Location:	Ministry of Public Works, Transports and Communications, Dili, Timor-Leste, and home-based inputs. The Advisor is expected to work for an input of 350 person-days (175 days per year), which includes approximately four visits, each around 4 weeks, to Timor-Leste per year. The Advisor will be on board during the entire length of the assignment, even though s/he will not live in Timor-Leste full time. The Advisor will thus work remotely during a part of the year, at which time s/he will be available for phone and email consultations.

I. SELECTION CRITERIA

Essential

- Extensive proven experience in managing and overseeing the management of large and complex infrastructure projects, preferably in the public sector.
- Extensive professional and technical knowledge and experience of PPP projects, including identification and management of risks and management of contracts.
- Extensive experience in preparing, managing and/or supervising credit/ loans for large and complex infrastructure projects
- Proven senior leadership and advisory skills within the public sector including the capacity to support managers establishing systems and procedures that comply with the law (e.g. finance, procurement and contract management)
- Proven experience coaching and mentoring senior managers and staff at all levels
- Proven effective interpersonal and negotiation skills;
- Excellent analytical, oral and written communication skills including negotiation and influencing skills, preparation of analytical reports and recommendation
- in English

- Demonstrated track record working within tight timelines, managing competing priorities and different expectations of stakeholders and producing the required results
- Experience using specialised project management software and other tools to accurately track progress and facilitate interventions if there are delays
- University degree in Civil Engineering

Desirable

- At least 5 years' experience working in Timor-Leste
- Experience of working in partnership with international development finance institutions
- Professional proficiency in Portuguese or Tetum.

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.

II. SCOPE OF WORK

RESPONSIBILITIES (PHASE I – CLOSING PERIOD; PHASE II – CONSTRUCTION)	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> • (Phase I) Provide advice and technical support to the development of Tibar Bay Port PMU Project Management Plan in line with the Concession Agreement (CA) 	<ul style="list-style-type: none"> • Timely and quality advice to the establishment of systems, procedures and SOPs • Project Management Plan completed and approved • Independent Engineer (IE) contracted within timeline set out in the CA.
<ul style="list-style-type: none"> • (Phases I and II) Provide technical support with staffing and technical assistance requirements 	<ul style="list-style-type: none"> • PMU recruitment plan developed and recruitment of suitable and qualified staff/TA based on the services needed in provisions of CA
<ul style="list-style-type: none"> • (Phase I) Facilitate and support the preparation of the WB and ADB credits/loans and provide the information needed throughout the process, in particular for appraisal 	<ul style="list-style-type: none"> • World Bank and ADB credits/loans to the Tibar Bay Port project are prepared according to schedule
<ul style="list-style-type: none"> • (Phases I and II) Facilitate and support coordination with any Public Authority or Concessionaire's relationships with any 	<ul style="list-style-type: none"> • Grantor's obligations fully met in relation to permits, Environmental Impact Statement, Resettlement Action Plan,

<p>Public Authority when required (e.g. permits, approval of Environmental Impact Statement, preparation and implementation of the Resettlement Action Plan and/or Livelihood Restoration Plan, obtaining vacant and unencumbered land).</p>	<p>Livelihood Restoration Plan and obtaining vacant and unencumbered land, etc, in accordance with the terms of the TBP CA</p>
<ul style="list-style-type: none"> • (Phases I and II) Ensure close and appropriate oversight of the establishment, operation and execution of the VGF escrow account, in close coordination with the Ministry of Finance (GoTL) and the Escrow Agent/Bank 	<ul style="list-style-type: none"> • VGF escrow account successfully established, and VGF amount successfully transferred, in accordance with the terms of the TBP CA; • Disbursements from the escrow account closely monitored and prompt action taken in the event of any irregularity (during the construction period,
<ul style="list-style-type: none"> • (Phase I) Provide technical inputs to the development and revision of TBP PMU and Design Documents 	<ul style="list-style-type: none"> • Timely and quality advice and recommendations to analytical reports, Design Documents and other TBP PMU documents
<ul style="list-style-type: none"> • (Phase I) Provide advice and assistance in to TBP PMU in negotiating the terms of the Direct Agreement with the Lenders and with the Key Subcontractors 	<ul style="list-style-type: none"> • Timely and accurate advice on the preparation of Direct Agreements with the Lenders and the Key Subcontractors successfully prepared in accordance with the terms of the Concession Agreement ensuring maximum protection of the Grantor
<ul style="list-style-type: none"> • (Phase I) Ensure active follow up with the Concessionaire on requests/comments in relation to the drafting and implementation of the Environmental Impact Statement 	<ul style="list-style-type: none"> • Environmental Impact Statement prepared by the Concessionaire according to schedule and in accordance with the terms of the Concession Agreement
<ul style="list-style-type: none"> • (Phases I and II) prepare and submit analytical monthly progress reports to the Steering Committee 	<ul style="list-style-type: none"> • Timely monthly analytical progress reports submitted to the Steering Committee
<ul style="list-style-type: none"> • (Phases I and II) Liaise with the Independent Engineer and review the Independent Engineer's reports 	<ul style="list-style-type: none"> • Independent Engineer's reports reviewed, and comments prepared and incorporated into the analytical monthly progress reports
<ul style="list-style-type: none"> • (Phases I and II) Discuss with the Concessionaire any proposed Variation submitted by the Concessionaire or requested by the Grantor, if necessary, in line with the concession agreement 	<ul style="list-style-type: none"> • Concessionaire variations fully reviewed and comments submitted; • Possible Grantor variations proactively identified and do not result in material changes of design principles set out in the CA
<ul style="list-style-type: none"> • (Phase II) When directed, participate in discussions with the Concessionaire and any other relevant Public Authorities providing expert advice and analysis in case of discovery of Antiquities, Unexploded Ordnance or other unexpected issues that may appear during the construction, and provide recommendations to the Grantor 	<ul style="list-style-type: none"> • Timely and accurate advice to the manager to ensure that Antiquities, Unexploded Ordnance and other unexpected issues arising during construction are referred to the proper Authority for prompt attention to ensure that contract obligations are met.

<ul style="list-style-type: none"> • (Phase II) Facilitate the supervision of the WB and ADB credits/loans and source the required information needed throughout the process 	<ul style="list-style-type: none"> • Disbursement and implementation of WB and ADB credits/loans for Tibar Bay Port project proceeding smoothly
<ul style="list-style-type: none"> • (Phases I and II) In coordination with the PMU Manager and the rest of the PMU staff, provide briefings and recommendations to the Steering Committee on issues of relevance to the project 	<ul style="list-style-type: none"> • Briefings and recommendations to the Steering Committee, prepared as requested or when proactively identified as necessary
<ul style="list-style-type: none"> • (Phases I and II) Assist with other functions as indicated by the PMU Manager 	<ul style="list-style-type: none"> • PMU Manager satisfaction with promptness and quality of advice and support

III. KEY DELIVERABLES

In line with the performance indicators listed above:

- Within 4 weeks, develop an Adviser Work Plan to the PBP PMU Manager that is consistent with timelines for milestones to be achieved, relevant activities and agreed performance indicators to meet the requirements that are set out in the CA ;
- Together with PMU Manager, develop the PMU Project Management Plan, guidelines and SOPs to manage PMU workflow;
- Quarterly individual activity reports and other relevant reports against agreed Work Plan to be submitted to the TBP PMU Manager
- PMU monthly analytical progress reports to the Steering Committee
- Quarterly construction supervision interim reporting, at the end of every trimester following Commencement Date
- Report on Design Documents
- Closing Period Completion Report upon reaching the Commencement Date
- Provide an End of Assignment Report to the TBP PMU no later than 10 working days prior to the end of contract.

IV. PERFORMANCE EVALUATION

The performance of the incumbent will be appraised and evaluated by the PMU Manager using the Performance Appraisal system in place and carried out by the Ministry of Public Works, Transport and Communications. This process will include a probation review within two (2) months of the commencement of the contract, regular reporting, ongoing workplace communications and annual performance appraisals.