



Ofício No.: 325 /HRU/MoF/VIII/2016

Díli, 18<sup>th</sup> August 2016

## JOB ADVERTISEMENT

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

### 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>Project Management Unit (PMU) Manager</b>
<b>Objective:</b>	Lead the Project Management Unit to ensure that the implementation of Tibar Bay Port is in compliance with the Concession Agreement signed by the GoTL and Timor Port, SA
<b>Reporting to:</b>	Steering Committee Members of PMU comprises of Ministry of Public Works, Transport and Communications, Ministry of Finance, and Ministry of Planning and Strategic Investment
<b>Classification:</b>	C3 Specialised Professional
<b>TOR Reference:</b>	05/08/2016, 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, Díli – Timor Leste

### I. SELECTION CRITERIA

#### I. ESSENTIAL

- Master in Development Studies, Project Management, Business Management, Civil Engineer or related field with strong skills in one or more of these area of expertise;
- Extensive proven success as a senior manager in infrastructure development sector, preferably with the public sector
- Knowledge of national and international standards for planning, design, construction standards of large complex projects;
- Extensive knowledge of PPP is including risks and management of public partnership agreements.
- High level understanding of regulatory frameworks and public policy impacting on infrastructure development;
- Good knowledge of a recognized system of international procurement e.g. FIDIC;
- Strong leadership, management and organisational skills including capacity to build and manage an effective team, and;
- Strong analytical, oral and written communication skills in English.
- Proven effective interpersonal skills, including negotiation and influencing skills
- Excellent computer skills.

#### 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

Duties and Responsibilities	Performance Indicators
Develop and implement of the project management plan for the implementation of Tibar Bay PPP Project in line with CA;	<ul style="list-style-type: none"> <li>- Project Management Plan completed and approved</li> <li>- Risk management plan completed including analysis of potential barriers and solutions</li> <li>- Project Management Plan reviewed and up –to- date</li> </ul>
Manage Tibar Bay PMU including establishing systems, procedures, team responsibilities, reporting and staffing/technical assistance requirement;	<ul style="list-style-type: none"> <li>- Systems established and SOPs prepared and implemented</li> <li>- ToRs are prepared and approved</li> <li>- Recruitment of suitable qualified staff/ TA based on the services needed in provisions of CA.</li> <li>- Timely reports approved by</li> <li>- Steering Committee</li> </ul>
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"> <li>- Project proceeding in line with the CA</li> </ul>
<b>Financial Closing Period</b>	



<p>Prepare working framework, identify PMU needs, and oversee the recruitment of Independent Engineer, local and international consultants to support the works of PMU;</p>	<ul style="list-style-type: none"> <li>- Independent Engineer (IE) is recruited within timeline set out in the CA.</li> <li>- ToRs are produced and qualified consultants are hired based on the services needed in provisions of CA.</li> </ul>
<p>Facilitate and support regular meetings of TBP Steering Committee and provide analytical progress reports with recommendations for managing strategic/disputed issues;</p>	<ul style="list-style-type: none"> <li>- Regular meetings conducted.</li> <li>- Analytical reports with recommendations provided to TBP Steering Committee regarding Grantor's obligations as set out in the CA.</li> <li>- Urgent issues raised with TBP Steering Committee members when necessary</li> </ul>
<p>Ensure effective coordination and timely action by key stakeholders on the execution of Grantor's obligations for Tibar Bay PPP Project in accordance with the CA;</p>	<ul style="list-style-type: none"> <li>- Viability Gap Funding (VGF) is secured within the timeline set out in CA;</li> <li>- Council of Ministers Resolution on the competences and responsibilities of the various agencies in relation to Tibar Bay Port project is implemented</li> </ul>
<p>Monitor compliance of the Concessionaire's obligations in accordance with the CA;</p>	<ul style="list-style-type: none"> <li>- Project Agreements executed</li> <li>- Construction security issued</li> <li>- Environmental license secured</li> <li>- Construction permits obtained</li> <li>- Other Concessionaire obligations in the CA are fully met</li> </ul>
<p>Ensure TBP Facility design and any proposed variations by the Concessionaire are critically reviewed, in line with the principles in the CA, preparing and developing Grantor's variations, if required;</p>	<ul style="list-style-type: none"> <li>- Port facility design complies with the standards set out in the CA;</li> <li>- Variations do not result in material changes of design principles set out in the CA.</li> </ul>
<p><b>During the Construction Period</b></p>	
<p>Develop detailed guidelines, schedules, and plans for</p>	<ul style="list-style-type: none"> <li>- A checklist of milestones and</li> </ul>

<p>implementing overall project activities, conducting inspections, and providing technical reviews based on the CA.</p>	<p>construction schedule is acquired</p> <ul style="list-style-type: none"> <li>- Completion of milestones reviewed and achieved within schedule;</li> <li>- Inspections and tests according to applicable standards completed to determine the TBP's readiness for operation ;</li> <li>- Proposed variations developed and reviewed; to address all identified issues.</li> <li>- Analytical reports on milestones prepared for the Steering Committee</li> <li>- All administrative obligations related to milestone completion are prepared in timely manner.</li> </ul>
<p>Ensure proper management and execution of funds, including accounting, financial control and disbursement procedures in accordance with CA;</p>	<ul style="list-style-type: none"> <li>- VGF disbursed in accordance with the procedures ;</li> <li>- The Concessionaire complies with Debt to Equity Ratio;</li> <li>- Construction security is released upon completion of the construction;</li> <li>- Operational security received, upon completion of construction in accordance with schedule set out in CA.</li> </ul>
<p>Provide necessary support for preparation of early commencement of operation of TBP, if necessary;</p>	<ul style="list-style-type: none"> <li>- Transition Plan from Dili Port to TBP prepared;</li> <li>- Effective support and implementation of transition managed, including early operation if necessary.</li> </ul>
<p>Responsible for reporting to the TBP Steering Committee; coordination with Concessionaire, and other stakeholders on progresses, achievements, and challenges of the overall project.</p>	<ul style="list-style-type: none"> <li>- Timely discussions with the Concessionaire and TBP Steering Committee to address unexpected events such as discovery of antiquities, unexploded ordnance, and mineral resources;</li> <li>- Recommendations prepared</li> </ul>

	<p>to address any unexpected issues that arise during construction.</p> <ul style="list-style-type: none"> <li>- Analytical progress reports prepared on time</li> </ul>
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#### IV. KEY DELIVERABLES

In accordance with the performance indicators listed above:

- All TBP PMU systems and procedures managed effectively and efficiently;
- Within 4 weeks, develop a PMU Project Management Plan and guidelines and SOPs to manage the PMU workflow;
- Within 4 weeks, develop an Assignment Work Plan that is consistent with timelines for milestones to be achieved, relevant activities and performance indicators to meet the requirements that are set out in the Concession Agreement;
- Prepare Quarterly Progress Report, Annual Report, and other relevant reports against the agreed Work Plan to the Tibar Bay Port Steering Committee and other relevant ministries;
- Provide and End of Assignment Report to the Tibar Bay Port Steering Committee no later than 10 working days prior to the end of contract.

#### V. PERFORMANCE EVALUATION

The performance of Manager will be assessed by the MoPWTC, 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.