

On 2 June 2015, DLA Piper circulated three job announcements to work with the Maritime Boundary Council, as follows:

MARITIME BOUNDARY COUNCIL: VACANCY

Position: Executive Assistant to Chief Executive Officer, Maritime Boundary Office
Start Date: 1 July 2015
Reporting to: Chief Executive Officer
Duration: 7-month contract (with the possibility of extension or progression)
Deadline: Applications will be received until a suitable candidate is found

BACKGROUND

The Maritime Boundary Council is the central entity responsible for coordinating, driving and providing the institutional capacity to achieve final delimitation of Timor-Leste's maritime boundaries, which is a national priority.

The Maritime Boundary Council is a public institute vested with fiscal and administrative autonomy that reports directly to the Prime Minister.

THE ROLE

The Maritime Boundary Council is currently recruiting for the role of Executive Assistant to the Chief Executive Officer of the Maritime Boundary Office.

The Maritime Boundary Office is the sub-organ responsible for the executive management and functioning of the Maritime Boundary Council. The Chief Executive Officer is responsible for managing the Maritime Boundary Office.

The Executive Assistant will support the Chief Executive Officer across all of his or her functions. In order to do so, the Executive Assistant must have sound judgment, excellent organisational skills, and the ability to exercise discretion at all times.

The successful candidate will be rewarded with an attractive salary package, options for career development and extensive training, mentoring and support.

MAIN DUTIES

1. Providing executive support to the Chief Executive Officer, including:
 - a. Maintaining the Chief Executive Officer's calendar and scheduling appointments.
 - b. Drafting routine correspondence for the Chief Executive Officer as directed.
 - c. Taking accurate minutes of meetings, which may be conducted in Portuguese, English or Tetun, or any combination of all three languages.
 - d. Liaising with and effectively communicating messages to Directors, advisers and other staff members for the Chief Executive Officer.
 - e. Filing documents in accordance with applicable systems, rules and procedures.
 - f. Receiving and interacting with incoming visitors.
 - g. Providing any other logistical or administrative support required by the Chief Executive Officer, such as arranging travel arrangements, transport and meetings.
2. Assisting with general office support as required, including:
 - a. Screening and logging incoming correspondence and directing to appropriate staff.
 - b. Screening telephone calls and enquiries, and referring to appropriate staff if required.
 - c. Assisting with general administrative tasks such as photocopying, filing and preparing materials.
 - d. Providing general translation and interpretation assistance.

- e. Any other tasks as directed by the Chief Executive Officer.

CRITERIA

Essential: Tertiary qualification; 1-2 years' experience in a similar role; basic proficiency in spoken and written Portuguese and English; ability to exercise discretion and sound judgement at all times; excellent organisational skills; ability to work well in a team; enthusiasm for professional development and learning.

Desirable: Diploma or degree in Administration; Business or other relevant discipline; 3-4 years' experience in a similar role; experience working for Government; high-level proficiency in Portuguese, English and Tetum; strong attention to detail; ability to work under pressure and to deadlines; ability to take initiative; willingness to work outside of office hours if required.

APPLICATION

To apply, please send CV (up to 3 pages) and Covering Letter to:

Maritime Boundary Council

Level 2, Diplomatic Training Centre, Ministry of Foreign Affairs & Cooperation
Praia dos Coqueiros, Dili, Timor-Leste

or by email with subject line "*Application – Executive Assistant*" to: hr.mbctl@gmail.com

MARITIME BOUNDARY COUNCIL: VACANCY

Position:	Media and Outreach Officer, Maritime Boundary Office
Start Date:	1 July 2015
Reporting to:	Chief Executive Officer, Policy & Strategic Manager & Senior Information and Communications Adviser
Duration:	7-month contract (with the possibility of extension or progression)
Deadline:	Applications will be received until a suitable candidate is found

BACKGROUND

The Maritime Boundary Council is the central entity responsible for coordinating, driving and providing the institutional capacity to achieve final delimitation of Timor-Leste's maritime boundaries, which is a national priority.

The Maritime Boundary Council is a public institute vested with fiscal and administrative autonomy that reports directly to the Prime Minister.

THE ROLE

The Maritime Boundary Council is currently recruiting for a Media and Outreach Officer to assist the Senior Information and Communications Adviser to provide strategic advice on all communications matters within the organisation's scope. The Media and Outreach Officer will also directly enhance the organisation's long-term knowledge, expertise and capacity.

The Media and Outreach Officer is expected to have knowledge in the field of communications and community involvement, preferably with experience in a government body. They should be willing to receive intensive training to further develop their knowledge and expertise. The Media and Outreach Officer will be paired with a Senior Information and Communications Adviser to help develop their practical skills, with a view to progressing towards a more senior role.

The successful candidate will be rewarded with an attractive salary package, options for career development and extensive training, mentoring and support.

MAIN DUTIES

1. The Media and Outreach Officer will apportion their time between supporting the Senior Information and Communications Adviser and the Chief Executive Officer.
2. The media component of the role, under the supervision of the Senior Information and Communications Adviser, will include the following duties:
 - a. Media monitoring of domestic and international digital and print media surrounding maritime boundaries;
 - b. Drafting media releases, correspondence and memoranda.
3. The outreach component of the role, under the supervision of the Chief Executive Officer, will include the following duties:
 - a. Coordinating internal government relations in accordance with the instructions of the Chief Executive Officer;
 - b. Coordinating and undertaking domestic community outreach projects to promote the issue of maritime boundaries;
 - c. Monitoring and reporting on international community outreach activities.
4. The Media and Outreach Officer will be expected to acquire a significant amount of knowledge relevant to maritime boundaries, as well as practical skills.

CRITERIA

Essential: Bachelor's degree in relevant field; 2-4 years of work experience; proficiency in spoken and written English and Tetum; proven ability to draft reports; strong career ambition; enthusiasm for learning and personal development; excellent work ethic and proven dedication.

Desirable: Master's degree in communications or human resources; 2-4 years of work experience in relevant field; proficiency in spoken and written Portuguese; excellent attention to detail; ability to exercise discretion and sound judgment; ability to work well in a team environment; ability to work under pressure and to deadlines.

APPLICATION

To apply, please send CV (up to 3 pages) and Covering Letter to:

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Praia dos Coqueiros, Díli, Timor-Leste

or by email with subject line "*Application – Media and Outreach Officer*" to: hr.mbctl@gmail.com

MARITIME BOUNDARY COUNCIL: VACANCY

Position:	Junior Policy Officer, Maritime Boundary Office
Start Date:	1 July 2015
Reporting to:	Chief Executive Officer, Policy & Strategy Manager and Senior Policy Adviser
Duration:	7-month contract (with the possibility of extension or progression)
Deadline:	Applications will be received until a suitable candidate is found

BACKGROUND

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THE ROLE

The Maritime Boundary Council is currently recruiting for a Junior Policy Adviser to assist the Senior Policy Adviser to provide strategic advice on all policy matters within the organisation's scope. The Junior Policy Adviser will also directly enhance the organisation's long-term knowledge, expertise and capacity.

The Junior Policy Adviser is expected to have knowledge in the field of international relations and policy. They should be willing to receive intensive training to further develop their knowledge and expertise. The Junior Policy Adviser will be paired with a Senior Policy Adviser to help develop their practical skills, with a view to progressing towards a more senior role.

The successful candidate will be rewarded with an attractive salary package, options for career development and extensive training, mentoring and support.

MAIN DUTIES

1. The Junior Policy Adviser will support the Senior Policy Adviser, the Policy and Strategy Manager and the Senior Policy and Strategy Adviser of the Maritime Boundary Office. In doing so, the Junior Policy Adviser will directly assist on matters relevant to Maritime Boundaries by:
 - a. Maintaining up to date knowledge of domestic and international policy issues;
 - b. Completing supervised and unsupervised research tasks;
 - c. Drafting correspondence, memorandums, reports and presentations;
 - d. Attending meetings and presentations and drafting minutes and records of those meetings;
 - e. Drafting of internal and external reports, briefings, releases and advices;
 - f. Assisting in the preparation of briefings for Commission meetings and ministerial briefings.
2. The Junior Policy Adviser will be expected to acquire a significant amount of knowledge relevant to Maritime Boundaries, as well as practical skills.

CRITERIA

Essential: Bachelor's degree in relevant field; 2-4 years of work experience; proficiency in spoken and written English and Tetum; proven ability to draft reports; strong career ambition; enthusiasm for learning and personal development; excellent work ethic and proven dedication.

Desirable: Master's degree in international relations or policy; 2-4 years of work experience in relevant field; proficiency in spoken and written Portuguese; excellent attention to detail; ability to exercise discretion and sound judgement; ability to work well in a team environment; ability to work under pressure and to deadlines.

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or by email with subject line "*Application – Junior Policy Adviser*" to: hr.mbctl@gmail.com