



MINISTÉRIO DA  
R E F O R M A  
LEGISLATIVA E  
DOS ASSUNTOS  
PARLAMENTARES



Gabinete  
do Ministro

## VACANCIES ANNOUNCEMENT

Ministry of Legislative Reform and Parliamentary Affairs (MLRPA) in collaboration with Millennium Challenge Corporation-MCC through Compact Program is now open vacancies for public:

### POSITION SOUGHT for National & International

1. National Executive Director
2. Private Sector Specialist
3. Public Relation and Outreach Specialist
4. Gender and Social Inclusion Specialist
5. Financial Management Specialist

### A. GENERAL REQUIREMENTS

These vacancies are open for public, all application must minimum meet the following requirements: Fluent in English and Tetum (verbal and written) must comply with the required qualification (education and experience) as spelled out in each position; one applicant can only apply for maximum 2 positions, If more than 2, you will be disqualified immediately; fluency in Portuguese and Indonesian are advantageous; Female applicants are strongly encouraged; all applicants are required to provide the names and the contact details of 3 referees.

### B. HOW TO APPLY

- Cover letter (maximum one page) addressing candidate's ability to perform duties and responsibilities as stated in the position description.
  - Curriculum Vitae (not to exceed three pages, excluding publications, if applicable) stating the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any other relevant professional information.
  - Names and contact information (telephone number(s) and email address) of three professional references. Please clearly state the relationship of the professional reference to the candidate (e.g., supervisor, former colleague, other).
  - Please submit your complete application to e-mail: [recursohumanomrlap@gmail.com](mailto:recursohumanomrlap@gmail.com), or Mail to:  
Gabinete do Ministro da Reforma Legislativa e dos Assuntos Parlamentares(MRLAP), Programa Desenvolvimento Compacto, Timor-Leste, Palácio do Governo, Avenida Presidente Nicolau Lobato Cidade de Díli, Timor-Leste.
1. For more information, please contact mobile: (+670)77277215 (Mr Faustino Cardoso Amaral – lian Tetun), or (+670)77231015 (Mr Mariano Carmo – for

English) or on our Facebook page: Ministro da Reforma Legislativa e Assuntos Parlamentares

- The deadline of application submitted 09 of November 2018 at 17:30 Dili Time (late submission will NOT be considered).

## **C. POSITION DESCRIPTIONS:**

### **1. NATIONAL EXECUTIVE DIRECTOR**

The National Executive Director will report directly to the Minister of Legislative Reforms and Parliamentary Affairs. S/he will lead the Compact Development Team (CDT) of Timor-Leste Compact Development on behalf of the Government of Timor-Leste. As the leader of the CDT, the National Executive Director is responsible for managing the compact development process across Timor-Leste in a timely, effective, efficient and results-oriented manner, in accordance with the terms, criteria and procedures of the Millennium Challenge Corporation (MCC).

During the development of the compact program, Timor-Leste, as an eligible country, must mobilize significant financial and human resources, data and information, and critical thinking from the public sector, the private sector and the civil society. The National Executive Director leads these efforts process by managing the detailed day-to-day work of the specialized staff on the CDT and by engaging key stakeholders across government ministries and agencies, the business community and civil society organizations.

To be successful, the National Executive Director must be able to manage and collaborate with politicians, business leaders and the public; coordinate multiple streams of complex work; delegate tasks without losing sight of details; communicate clearly and effectively; and inspire and motivate stakeholders and staff.

The National Executive Director will:

1. Lead the process on behalf of the Government of Timor-Leste in the development and oversight of the required technical analysis for project identification and compact development;
2. Coordinate closely with senior Government officials to understand and effectively represent the eligible country's priorities in the development of a compact program.
3. Serve as the primary point of contact for the exchange of critical operational information between the Government of Timor-Leste and MCC, to include developing a clear and complete understanding of MCC's compact development process, requirements, and investment criteria.
4. Ensure adherence to the Initial Engagement Grant Agreement, as well as to any other understandings between the Government of Timor-Leste and the MCC;
5. Provide updated information on compact development to the Prime Minister, the Government and the Millennium Challenge Corporation, including

- obtaining high-level support and approval for key decisions, and identify and resolve issues, and timely preparation and submission of implementation reports as required;
6. Recruit, select, manage and lead the highly qualified staff of the CDT ensuring fulfillment of all required duties and responsibilities, while ensuring compliance with the policies and procedures applicable to the CDT;
  7. Manage the entire compact development process on behalf of the Government, to include guiding the initial analysis and assessment of economic development challenges; leading the identification of concept projects that will address those challenges, promote poverty alleviation and raise economic growth; coordinating the development and design of agreed projects that satisfy MCC's investment criteria and other requirements;
  8. Represent the Program to the Government of Timor-Leste, the public, the business community and donors;
  9. Coordinate the preparation of a program development budget and documentation;
  10. Establish and maintain relations with all compact development stakeholders, particularly public institutions, both at the central and municipal levels, the private sector, religious confessions and civil society to integrate their feedback and ensure that all activities are designed in a participatory manner, in line with MCC guidelines;
  11. Build and maintain effective relationships with key officials, offices, individuals and staff throughout the government of Timor-Leste to ensure the dissemination of information, secure the commitment of all necessary information and resources, and motivate the timely completion of critical tasks;
  12. Coordinate Project Identification and Program Development with the work of other donors;
  13. Oversee and implement a private sector engagement strategy;
  14. Plan and implement periodic visits by MCC personnel and senior officials;
  15. Ensure that lessons learned and technical analyses are disseminated and attended to as necessary;
  16. Actively engage important political stakeholders, private business leaders, civil society organizations and international donors throughout the compact development process, and otherwise serve as a visible public representative of the Government's compact development efforts; and
  17. Perform such other responsibilities as delegated by the Government, through the Minister of Legislative Reform and Parliamentary Affairs.

#### Qualifications and Experience

1. Master's Degree or above in Business Administration, Public Policy, Economics, Finance, Law, Communications or other relevant field;
2. Demonstrated ability to manage a large institution, program or project with a staff of ten or more personnel and a budget of more than \$10 million annually;
3. Strong knowledge of the public finance system of Timor-Leste;
4. Outstanding leadership and organizational skills and the ability to work in large, multi-cultural teams. Ability to work well under the pressure of ambitious deadlines and high expectations.

5. Written and verbal fluency in Tetum, Portuguese and English;
6. Excellent written and verbal communication, leadership ability, and interpersonal skills;
7. At least Ten (10) or more years of prior experience in senior management positions in a high-profile or strategic public sector or private entity. Significant prior experience working on economic development planning or the execution of economic development projects is strongly preferred. Experience working with international donor organizations and a combination of experience inside and outside Government also preferred;
8. Knowledge of development plans, priorities, interventions and programs of Timor-Leste;
9. Demonstrated managerial skills and prior experience in supervising a high level executive staff;
10. Capability of building and maintaining productive relationships with a range of actors, including Government officials, rural partners, the private sector, NGOs, and the international donors; and
11. Computer skills in word processing, spreadsheet, Internet, and familiarity with Management Information Systems.

Level of effort:

The Executive Director should be available on a full-time basis throughout the compact development process, which generally lasts for two to three years. The role is rigorous and demanding, and for that reason, the Executive Director should not have significant competing responsibilities during this time.

Counterpart staff:

The Executive Director will work directly with MCC's Country Team Leader (CTL) for the eligible country.

## **2. PRIVATE SECTOR SPECIALIST**

Reporting to the Executive Director, the Private Sector Specialist (PSS) will be responsible for leading and integrating private sector engagement initiatives and activities in the compact development process. To that end, such, s/he will reach out to the business community and its representative organizations, engage in stakeholder dialogue and consultations, gather inputs and integrate public-private partnership prospects into compact development, as well as public policy interventions in support of the private sector. S/he will be the voice of private sector needs and capabilities in the compact development team and on government technical working groups.

The Private Sector Specialist will:

1. Conduct research on the private sector in Timor-Leste, gather and review business data disaggregated by large, medium, and small enterprises and socio-economic characteristics, and weigh its level of partnership with the government and contribution to the economy;

2. Design and implement outreach initiatives to investors and the business community, particularly business leaders at the community, municipal and national levels;
3. Assess business “root causes” in binding constraints to economic growth and poverty reduction in Timor-Leste;
4. Identify opportunities to expand business activity and investments;
5. Document the governance structure for the private sector and analyze strengths, weaknesses, and gaps, and make recommendations for improvement by way of compact project activities;
6. Formulate initiatives for the improvement of the existing institutional and regulatory framework to promote the development of private sector engagement and increase accountability for results;
7. Develop appropriate approaches to reinforce partnerships between the government and private sector to better meet the needs of economic growth and poverty reduction in Timor-Leste;
8. Articulate capacity development activities in public-private partnerships with both the government and the private sector.

### **3. GENDER INCLUSION SPECIALIST**

In December 2017, MCC’s Board of Directors selected Timor-Leste as eligible to develop its first compact. The MCC recognizes that gender inequality can be a constraint to economic growth and poverty reduction and has identified gender equality as a priority issue to be addressed in funded Compacts.

The Government of Timor-Leste is establishing a Compact Development Team (CDT) to support the Compact development process that includes identifying projects through a root cause analysis (RCA) workshop for the three constraints (business enabling environment, human capital development and public financial management), and designing the projects. The Gender and Social Inclusion Specialist (GSIS) will be part of Compact Development Team and serve as the focal point for Compact-related social and gender issues and will be responsible for ensuring comprehensive social and gender analysis, and integration in the development of the Timor-Leste Compact. GSIS will be considered the counterpart to the MCC Gender and Social Inclusion (GSI) staff assigned to compact development. GSIS will report to the Country Coordinator/Team Leader.

The Gender and Social Inclusion Specialist will:

1. Work with other members of the Timor-Leste Compact Development Team and the MCC Country Team to ensure that compact projects and activities are designed in compliance with MCC’s Gender Policy and MCC’s Gender Integration Guidelines, including the Gender Integration Milestones and Operational Procedures (GIMOP). This includes in particular the development of the social and gender analysis, as well as integrating the result soft his analysis into Concept Notes and Proposals and resulting activities, assessments and project designs;
2. Work closely with the Compact Development Team, MCC and consultant(s) to support the social and gender assessment (SGA) which identifies social

context and the potential obstacles to growth and/or poverty reduction rooted in gender and other social inequalities.

This will include:

- Supporting data gathering and analysis;
  - Organizing and participating in consultations and focus group discussions with relevant stakeholders such as key central and local government representatives,
  - International agencies, women's women's business association and representatives, NGOs, civil society, women's groups and other relevant stakeholders;
  - Participating in developing key findings and recommendations and presenting findings; and
  - Contributing to the drafting of the Compact Development Team documents;
3. During the development of a compact program, each eligible country must analyze social and gender differences and inequalities and fully integrate social and gender issues into its process for identifying, developing and designing potential projects. The GSIS will lead these efforts by:
    - Organizing, managing and sustaining engagement with experts and organizations that represent the interests of the poor, disadvantaged social groups and women; collecting and assessing data related to the social and gender dimensions of economic development;
    - Identifying key legal, social and cultural constraints that impede the equitable distribution of the benefits from economic development;
    - Identifying opportunities to reduce barriers and expand the participation of the poor, disadvantaged social groups and women in economic development through proposed compact projects; and
    - Developing strategies for integrating relevant social and gender concerns into proposed projects; and analyzing the potential impact of proposed projects on different beneficiary groups;
  4. Work with Public Relations and Outreach Specialist, review the preliminary consultation plan and recommend actions to ensure that the consultative process incorporates all relevant gender and other social considerations and policy requirements;
  5. Serve as a focal point for all social inclusion and gender activities related to the Compact development and coordinate stakeholder consultations with government and civil society on social inclusion and gender issues;
  6. Work closely with sectors (such as human capital, private sector development, etc.) and functional area leads (Economic Analysis, Monitoring and Evaluation, Environmental and Social Performance, procurement, financial management) to ensure the integration of gender and social into the concept notes and concept papers being developed by the Government of Timor-Leste;
  7. Provide technical input to ensure the integration of social inclusion and gender analysis into Terms of Reference (TORs) for sectoral assessments, feasibility studies and environmental and social impact assessments (ESIA). The purpose is to ensure that all relevant social/gender concerns are identified, and that there is adequate planning, budget, expertise, and staff resources for social and gender analytical work and management planning; and

8. Assist the Procurement Manager by developing provisions for gender and social inclusion and mitigation measures to be incorporated in the MCC Procurement Manual and the bidding documents for all projects and activities, including language regarding MCC's Anti-Trafficking In Persons (TIP) policy.

#### Qualifications and Experience

1. Master's Degree in Social Science or related fields (e.g. Sociology, Anthropology, Development Studies, Women's Studies, Economics, Political Science, community development etc.);
2. At least 5 years of experience working on gender and social inclusion in international development context in Timor-Leste, with demonstrated expertise in social and gender analysis and integration including the design and/or due diligence of projects in a variety of sectors;
3. Knowledge of gender-related policies, laws and regulations focused on women's overall status and condition, and the policy and institutional environment in Timor-Leste;
4. Knowledge of and experience working with key national women's organizations, NGOs and relevant government institutions focusing on social and gender issues in Timor-Leste. Experience with major donor organizations, especially U.S. donors, is a plus;
5. Experience with social and gender integration into Human capital development (health, nutrition, skills), Business development is desirable. Experience in working in post- conflict countries is a plus;
6. Ability to work with multidisciplinary teams and institutions and interact constructively with technical experts, government officials, people that could be affected by projects, and civil society;
7. Excellent written and verbal communication skills in English. Written and verbal skills in Tetum and Portuguese, and ability to interact constructively with both technical team members, consultants, the general public, and government officials;
8. Familiarity with the social safeguard policies and practices of the World Bank or other international organization is a plus;
9. Computer skills in word processing, spreadsheet, and Internet; and Travel as necessary, domestically and internationally, to fulfill position requirements
10. Create or reinforce working groups designed to increase collaboration between the public institutions and the private sector.

#### Qualifications and Experience

1. Master's Degree in Economics, Business Administration, Project Management, or in a field related to business development;
2. At least 5 years of work experience in private sector engagement or experience in developing and managing partnerships, including brokering public-private partnerships, as well as capacity building in leadership, planning and management;
3. Strong knowledge and relationships within the Timorese private sector;

4. Ability to navigate in a complex and dynamic environment to work within established and emerging governance structures and understanding of policy environments;
5. Willingness to undertake regular field visits and interact with the different stakeholders;
6. Written and verbal fluency in Tetum and English; and
7. Computer skills in word processing, spreadsheet, Internet, and familiarity with Management Information Systems.

## **2. PUBLIC RELATIONS AND OUTREACH SPECIALIST**

Reporting to the Executive Director, the Public Relations and Outreach Specialist will manage communications and outreach of the Timor-Leste compact development process. S/He will coordinate and implement a communication and outreach strategy and planning for the Timor-Leste compact development process as a means of enhancing compact profile and image, advocacy agenda and prepare for future compact and project implementation and results through effective use of communications

The Public Relations and Outreach Manager will:

1. Advise the Compact Development Team on strategic approaches to communicating compact development activities and assist in planning strategic communications activities and on effective use of tools of mass communication;
2. Develop a public relations and communications strategy to ensure broad public awareness of the compact development process. Lead the development of an informative public website and ensure it is maintained with relevant and timely content on a regular basis. Develop press materials and engage reporters as needed to ensure timely provision of public information.
3. Establish a workplan to guide and track work against the public relations and communications strategy.
4. Develop a cohesive messaging framework to inform all aspects of Compact and project outreach and create tools, which may include talking points, fact sheets, presentations, and others, to support outreach undertaken by staff and managers across the CDT.
5. Create, oversee and implement a proactive schedule of communications outreach and engagement activities to inform the public of compact development milestones including but not limited to events, media and stakeholder outreach, and public information campaigns.
6. Manage implementation of MCC branding guidelines.
7. Develop and maintain a library of communications tools, including photos, videos, and other materials, as needed to strategically support communications plan.
8. Lead a detailed stakeholder mapping exercise to identify, categorize and prioritize relevant stakeholders among community leaders; women's organizations, environmental organizations and other civil society organizations; business and the private sector; interest groups; local, regional



and national political leaders; international development partners; and potential beneficiaries.

9. Lead the development of a detailed, written Stakeholder Engagement Plan that defines the broad parameters of a timely, meaningful and participatory consultative process. Among other details, the plan should clarify the issues on which the eligible country will share information with or solicit feedback from key stakeholders; define a timeline for engaging them; describe the strategic approach and specific mechanisms for sustained, ongoing consultations; and set a general expectation that the results of stakeholder consultations will be captured, documented and utilized throughout the compact development process. The Stakeholder Engagement Plan should also include methods for ensuring equal opportunities for women and is advantaged social minorities to participate in consultations.
10. Design participatory mechanisms for gathering and incorporating meaningful feedback from key stakeholders, in full compliance with MCC policies and the IFC Performance Standards.
11. Manage and oversee the actual implementation of a timely, meaningful and participatory process for engaging a wide variety of stakeholders at various stages of the compact development process.
12. Develop and maintain a contact database to track the timing and content of contacts between the Compact Development Team and key stakeholders.
13. Write detailed Stakeholder Engagement Reports to document ongoing consultations and capture feedback and input from stakeholder. Provide the reports to other members of the Compact Development Team as a tool to ensure that relevant stakeholder input is taken to account during the identification, selection and design of proposed projects.
14. Willing to do other duty and responsibility for the office beyond working hours.

#### Qualifications and Experience

1. Academic degree in communications, journalism, public relations, public policy, community development or other relevant field.
2. Five (5) years of prior work experience planning or overseeing broad communication and outreach strategies and conducting, organizing, managing and leading large-scale participatory stakeholder consultations or targeted outreach events in a context related to economic development.
3. Demonstrated ability to conduct a detailed stakeholder mapping exercise for the identification, targeting and engagement of a wide range of stakeholders.
4. Demonstrated ability to work with technical specialists such as economists and social and gender specialists to incorporate public feedback into program and project design.
5. Prior experience working for or with a relevant government agency or international development partner strongly preferred.
6. Prior experience coordinating and/or leading public relations and communications efforts across multiple technical teams.
7. Clear familiarity with Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets, published by the International Finance Corporation (IFC), strongly preferred.

8. Written and verbal fluency in Tetum and English, with excellent communication skills in both written and oral form, and ability to relate to the general public, senior executives, and government officials. (Understanding of Portuguese is desirable); and
9. Computer skills in word processing, spreadsheets, website management and oversight.

#### Deliverables

- Public Relations and Communications Strategy
- Press material for all CDT events including videos, website updates, press releases
- Workplan for Stakeholder Engagement and Communication
- Cohesive messaging framework
- Schedule of media events
- Media and stakeholder engagement events
- Library of communications tools, including photos, videos, and other materials
- Stakeholder mapping exercise
- Stakeholder Engagement Plan, Process, and Feedback Tools
- Contact database
- Stakeholder Engagement Reports

### **3. FINANCIAL MANAGEMENT SPECIALIST**

The Financial Management Specialist (FMS) will have overall responsibility for financial management activities to support the program to include oversight accountability or payroll, execution of accounting and finance transactions, monitoring applicable banking relationships, communication with MCC Program Financial Services Director and serve a facilitating role in budget management. The FMS will ensure all financial management activities are followed in accordance with the provisions set for in the Initial Engagement Grant Agreement, MCC Cost Principles and related MCC policies, and other relevant guidance. The FMS reports directly to the Executive Director.

#### Responsibilities

- Serve as a Point of Contact for MCC financial and accounting review and inquiry related to the Government of Timor – Leste managed IE Grant funds; work closely with the MCC Program Financial Services Director;
- Serve as the primary custodian of all payroll, accounting, and financial management records;
- Review time sheets, payroll, and make required adjustments of taxes, advances, retirement fund;
- Review and verify a range of transactions (including disbursements, transfers, etc.) and ensure MCC Cost Principles and other MCC finance and accounting guidelines are properly observed, and documentation is current and accurate to support reporting and audit activities;
- Monitor budgets and daily cash flow ensuring that issues of overspend/underspend are anticipated and that remedial measures are raised to management;

- Oversee the preparation and organization of finance and accounting documentation for budgeting, reporting, and audit activities, ensuring that information is accurate and traceable;
- Consolidate and maintain documentation on issues and best practices to support process improvement activities; and
- Willing to do other duty and responsibility for the office beyond working hours.

#### Qualifications and Experience

1. Bachelor's Degree in Accounting/Finance or relevant field;
2. At least five (5) or more years of progressive financial management experience, preferably in international development and with governmental organizations and donor agencies; Master's degree is desirable
3. Experience managing financial management processes, preferably with development-partner assistance;
4. Excellent communication, coordination skills; demonstrated ability to interact and collaborate with people across departments, divisions and institutions;
5. Good computer skills to include Microsoft Office applications (MS Word, MS Excel, MS PowerPoint, etc.) and ability to navigate and leverage the internet.
6. Written and verbal fluency in Portuguese and English

#### Deliverables

- Completed timesheets, salary data, and withholding information and to record and process salaries and applicable withholdings for staff and consultants;
- Prepared financial management and accounting documentation for budgeting, reporting, and audit activities, ensuring that information is accurate and traceable
- Maintained and orderly files of all supporting documentation for all responsible financial management activities; made available upon request;
- All MCC data requests to support financial management accountability and oversight.