

Associação



**MINISTÉRIO DA SOLIDARIEDADE SOCIAL E DA INCLUSÃO**  
**Direcção Nacional de Administração e Recursos Humanos**

**VACANCY ANNOUNCEMENT**

Country	Democratic Republic of Timor-Leste
Name of Project	Building Disaster/Climate Resilience in Communities along the Dili-Ainaro and Linked Road Corridors Project
Ref. no.	11/MSSI/DNARH/VIII/2018
Position	Monitoring and Evaluation Consultant
Issue date	27 <sup>th</sup> August 2018
Closing Date	7 <sup>th</sup> September 2018
Expected Gross Annual Salary & Remuneration	Lump-sum amount of USD 22,000 inclusive of all applicable local taxes and transport.
Duration	30 days

**I. Background and Project Context**

The Democratic Republic of Timor-Leste is a young, post-conflict, small island state with an expanding development agenda. Notable achievements have been made in building peace and stability, but major challenges exist for institutional and delivery capacity at the national, sub-district and suco levels. The objective of the project is to build the capacity of communities around the Dili-Ainaro and linked road corridors and district and sector agencies in community-based disaster risk management and adaptation for reducing the impacts of recurring landslides and floods. The project is being implemented by the National Disaster Management Directorate (NDMD) within the implementing agency, the Ministry of Social Solidarity (MSS).

## II. Consultant Qualifications

- Successful candidates must have a Bachelors/S1 Degree in the disciplines in the fields **relevant or in a related** to the Project. Candidates with a relevant Master's degree will be given preference.
- **Based in Dili, Timor Leste and has means of transportation** to selected project sites.
- At least **seven** years of progressive experience in humanitarian and/or development organization in designing, implementing and overseeing M&E related tasks, preferably in the Disaster Risk Management (DRM) sector.
- Prior experiences in undertaking Monitoring and Evaluation tasks for projects of similar nature.
- Prior experience working in Timor-Leste, familiarity with country socio-political and economic contexts and sound understanding of leadership and communications issues.
- Fluency in English, both written and spoken, is required. Knowledge of Tetum and Bahasa Indonesia would be strongly desirable.
- Good interpersonal, communication and facilitation skills.
- Knowledge of MS Office software packages required (Word, Excel, Power Point and other applications).
- Ability to work under pressure in a difficult multi-cultural environment, on a wide range of tasks and deliver quality outputs on time.

## III. Duration of the Consultancy

The total duration of the consultancy will be **equivalent to 30 working days**, beginning on **mid September**. The consultant will be paid by output, in stages commensurate to the acceptability of the deliverables, and for a **lump-sum amount of USD 22,000 inclusive of all applicable local taxes and transport**.

The Consultant will be under the supervision of the Project Director of NDMD, and under the guidance of Director General for Corporate Affairs of MSS, as well as closely consulting with the World Bank Task Team. All interested candidates should submit, in English, a cover letter describing their suitability for the above position outlining their qualifications and experience. The candidate should include a recent CV and names of two referees with their contact details.

The interested candidates should submit their application letter, completed with Curriculum Vitae (CV) and relevant supporting documents to the General Director for the Ministry of Social Solidarity and Inclusion (H.E. Mr. Rui Manuel Gago Exposto), by email to: [josefina.fatima@mss.gov.tl](mailto:josefina.fatima@mss.gov.tl) or delivery by hand at the National Directorate of Administration and Human Resources of MSS, Department of Human Resources during the working hours.

Dili, 27<sup>th</sup> August 2018

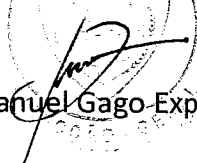
National Director of Administration and Human Resource



Rosalia da Paixão Faria

Authorized by:

General-Director



Rui Manuel Gago Exposto