



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

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**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.	01/MSS/DNARH/I/2016
Position	Procurement Advisor Consultant (National/Regional)
Issue date	6 <sup>th</sup> January 2016
Closing Date	20 <sup>th</sup> January 2016
Expected Gross Annual Salary & Remuneration	USD 19.000
Duration	6 months

**I. Background**

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 village. With the launch of the Strategic Development Plan (SDP) for 2011-30, the Government plans to invest heavily in infrastructure, agriculture, rural development and social capital. Coupled with existing vulnerability, periodic hazard events such as flooding and landslides are constantly depleting the resiliency of rural communities. By managing disaster and climate risks faced by communities systematically, Timor-Leste has an opportunity to preserve development gains and improve the living standards of its population.

The World Bank with funding from Japan Policy and Human Resource Development (PHRD) is providing support to the Government to build disaster/climate resilience in communities at the village. 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 National Disaster Management Directorate (NDMD) of the Ministry of Social Solidarity (MSS) will implement the project. NDMD is the main agency responsible for coordinating disaster risk management in Timor-Leste. The multi-agency Project Steering Committee (PSC), formed in 2013 and chaired by the MSS will provide overall guidance and oversight of the Project to ensure effective coordination and alignment with the Government's strategic priorities. The NDMD Director will be the Project Director and oversee the Project Implementation Unit (PIU).

## **II. Consultant Qualifications**

1. Master Degree majoring in a relevant discipline of Business Administration, Procurement, Commerce or Engineering and evidence of a specialized training/education in public procurement;
2. Minimum 5 years of specialized experience in procurement implementation and management;
3. Proven and demonstrable experience in using and implementing procurement actions according to World Bank or other Donor guidelines for procurement of goods and works;
4. Specific experience in public procurement;
5. Experience in the development of manuals for the delivery of procurement actions in development contexts;
6. Experience of working in Timor-Leste or in the region is desirable
7. Excellent computer skills for Microsoft Office tools (Word, Excel, Access, and PowerPoint) and Internet use;
8. Fluent in English, includes excellent written and oral communication skills;
9. Familiarity with national languages (Tetum) or Bahasa Indonesia is a plus point;
10. High-level interpersonal and relationship-building skills;
11. Ability to communicate and work effectively with persons of various cultures and religions;
12. Outstanding ability to determine and review priorities, plan and meet deadlines;
13. Ability and willingness to multi-task and work under pressure.

## **III. Duration of the Consultancy**

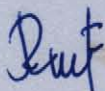
The total duration of the consultancy will be for 6 months, beginning of **February 2016**. The consultant is required to submit His/Her work plan for the duration of the consultancy upon two week of contract signed.

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, by email to: [josefina.fatima@mss.gov.tl](mailto:josefina.fatima@mss.gov.tl) and Cc to: [g4alves@gmail.com](mailto:g4alves@gmail.com) or delivery by hand at the National Directorate of Administration and Human Resources of MSS, Department of Human Resources during the working hours.

More details on the services are provided in the Terms of Reference which may be provided upon request. Or please visit the website: [www.mss.gov.tl](http://www.mss.gov.tl) and [vagaservisutimorleste.wordpress.com](http://vagaservisutimorleste.wordpress.com)

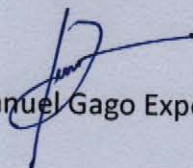
Dili, 6<sup>th</sup> January 2016

National Director of Administration and Human Resource



Rosalia da Paixão Faria

**Authorized by:**  
General-Director



Rui Manuel Gago Exposto