



República Democrática de Timor-Leste
Ministério das Finanças
COMISSÃO NACIONAL DE APROVISIONAMENTO



TERMS OF REFERENCE

Job Title:	Junior Procurement Officer (National Junior Officer – 6 posts)
Purpose:	The Junior Procurement Officer (JPO) shall assist the procurement officers (PO) and international procurement specialists (IPS) in organizing and executing the process of all procurement actions for CNA.
Reporting:	The Junior Procurement Officer will report to the CNA Director or his designated representative for administration and functional purposes.
Counterpart(s):	Procurement Section
Classification:	C2.1 Technical Professional for Procurement
Salary:	\$850/month
ToR Reference:	May 2022
Duration:	1 year, with possibility of extension based on performance.
Location:	National Procurement Commission (NPC), Avenida de Balide, Dili, Timor-Leste

I. Selection Criteria

Essential

- Bachelor degree in a related field (Business Administration, Commerce, Accounting, Economics, Engineering, Science and Information Technology);
- Recent graduates, without professional experience
- Communication - Good communication (spoken and written) skills, including preparation of written documents such as letters, reports, etc. in a clear and concise manner;
- Information Technology – Proficiency in using Microsoft Word, Excel, PowerPoint and the Internet. Knowledge and experience in database software such as Access would be an advantage;
- Teamwork - Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity;
- Fluency in English and Portuguese (comprehension, reading, writing, and speaking) required.
- Professionalism – an understanding of procurement techniques and practices; Interpersonal skills to form effective working relationships with people at all levels;
- Ability to multi-task and meet multiple deadlines concurrently and to work in a high pressure environment;
- A highly organized, detail-oriented, self-starting, creative thinker and problem-solver and knowledgeable about environmental and will exhibit personal commitment.

II. Background

The National Procurement Commission (NPC) of the Democratic Republic of Timor-Leste was established on the 30th of March 2011 by Decree-Law No. 14/2011 to work with the Agency for National Development and the Secretariat of Large Project to establish an effective, efficient and transparent process for the procurement of large value infrastructure projects, goods & related services, and consultancy services, i.e. those valued at \geq US \$ 1 million. Funding for these procurements is from the Infrastructure Fund that operates directly under the authority of the Prime Minister and loans provided by donor agencies such as the World Bank, ADB, EU and JICA.

III. Scope of Work

DUTIES AND RESPONSIBILITIES	PERFORMANCE INDICATOR
1. Under the direction of the Procurement Officer(PO) or International Procurement Specialist (IPS), assist in preparing procurement documents for all types or processes as directed:	<ul style="list-style-type: none"> • Procurement activities are conducted in conformity with government procurement policies and in compliance with existing legislation. • Assisted in preparation of draft procurement documents in timely and efficiently which may include prequalification documents, tender documents, invitations to bid, requests for expressions of interest, bid addenda, bid clarifications, tender evaluation reports, letters of acceptance, contract agreements & all other outputs which may be required to complete the procurement.
2. Maintain coordination of procurement activities with the appropriate agencies/project owners.	<ul style="list-style-type: none"> • Pro-active and timely coordination of procurement activities with appropriate agencies/project owners; maintain a state-of-the-art procurement filing, tracking and data management system.
3. Assist the PO and IPS in preparing Bid/Proposal Evaluation Report and Award Recommendations for approval by the NPC;	<ul style="list-style-type: none"> • Assisted in Preparation of Bid/Proposal Evaluation Report, Recommendations of Award prepared on timely manner.
4. Under the direction of the PO or IPS, assist in preparing and respond to procurement queries, disputes, and complaints;	<ul style="list-style-type: none"> • Assisted in timely manner to resolve procurement queries, disputes and complaints.
5. Assist the PO and IPS in preparing all necessary documentation associated with obtaining the required approvals of the Audit Court of Timor-Leste;	<ul style="list-style-type: none"> • Pro-active and timely coordination/assistance with relevant staffs in preparing all necessary documentation associated with obtaining the required approvals of the Audit Court of Timor-Leste.
6. As may be directed by the PO or IPS, assist the CNA procurement team in supporting line Ministries and municipalities as may be required from time to time, and in attending procurement activities and meetings with other government agencies.	<ul style="list-style-type: none"> • Meetings notes are prepared and reported whenever required.
7. Other procurement tasks that may be assigned by the supervisor.	<ul style="list-style-type: none"> • Level of initiative and responsiveness to requests.

IV. Key Deliverables

In accordance with the performance indicators listed above and the following:

- Within four weeks of commencement, develop an Activity Work Plan that is consistent with the relevant activities and performance indicators of the CNA's Business Plan and submitted to the National Directorate/ NPC Director;
- Quarterly Progress Reports to the National Directorate/NPC Director, against the agreed Work Plan;
- End of Assignment report to the National Directorate/NPC Director; no later than 10 working days prior to the end of contract.

V. Performance Evaluation

The Junior Procurement Officer will be appraised and evaluated by the designated IPS and PO, in using the Performance Appraisal System put in place and monitored by the Director of the National Procurement Commission (NPC). This process will include a probation review within two (2) months of the commencement of the contract, regular reporting, ongoing workplace communications and annual performance appraisal. Performance indicators are in place for all areas within the Ministry, and the incumbent's work will be contributing to the achievement of the priorities as set out in their TOR and in the NPC's Business Plan.