



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



TERMS OF REFERENCE

Job Title:	Procurement Officer (National Officer – 10 posts)
Purpose:	The Procurement Officer (PO) work under direct supervision of the Procurement Specialist and shall organize and execute the process of all procurement actions for CNA.
Reporting:	The Procurement Officer will report to the CNA Director or his designated representative for administration and functional purposes.
Counterpart(s):	Procurement Section
Classification:	C2.1-2 Technical Professional for Procurement
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);
- A minimum of 5 years general procurement working experience;
- Minimum 5 years' progressive experience in procurement area;
- Professionalism – an understanding of procurement techniques and practices; experience in procurement/contract execution and administration; analytical skills, including ability to research and analyse data and develop recommendations on procurement contracts awards and related issues; ability to obtain information, clarification and agreement on terms of contracts and/or specification requirements; demonstrated ability to apply good judgment in the context of assignments given;
- Thorough knowledge of government procurement policy;
- Business awareness and management skills;
- Organizational skills with a sense of purpose goal and achievement oriented; and the ability to understand detailed information;
- IT and numeracy skills, with strong IT skills required if managing/operating computerized systems;
- Interpersonal skills to form effective working relationships with people at all levels;
- Fluency in English and Tetum (comprehension, reading, writing, and speaking) required. Ability to read, write and speak Portuguese would be an advantage;
- A proven track record of 'making a difference';
- Curiosity and a willingness to challenge organizational culture where necessary; Ability to analyse, interpret and explain employment law;
- Ability to compile and interpret statistical data and communicate it in a professional and understandable manner;

- Ability to multi-task and meet multiple deadlines concurrently and to work in a high pressure environment;
- Proven leadership skill with ability to work independently and also as an effective team member;
- Strong communication and people management skills; flexibility, and a strong sense of humour;
- A highly organized, detail-oriented, self-starting, creative thinker and problem-solver and knowledgeable about environmental and will exhibit personal commitment.

Desirable

- Master degree in a related field (Business Administration, Commerce, Accounting, Economics, Engineering, and Science).
- Previous experience of working with the International Aid Organizations (ADB, World Bank, JICA, and EU etc.), NGO's or the Government Institutions in Timor-Leste or other countries will be advantages.

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. Ensure that all the procurement activities of the project conform and are compliant with the laws of Timor-Leste and the Procurement Guidelines of the donor agency;	<ul style="list-style-type: none"> • Procurement activities are conducted in conformity with government procurement policies and in compliance with existing legislation. • Delivered timely and efficiently with the required outputs 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 and 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 relevant agencies and project owners are maintained; maintain a state-of-the-art procurement filing, tracking and data management system.
3. Prepare Bid/Proposal Evaluation Report and Award Recommendations for approval by the NPC;	<ul style="list-style-type: none"> • Bid/Proposal Evaluation Report and Recommendation of Award prepared on timely manner.
4. Prepare Contracts for approval by the NPC and the Competent Authority;	<ul style="list-style-type: none"> • Contracts are prepared and completed to agreed standards and timeframes.

	<ul style="list-style-type: none"> • Contracts fully comply with the relevant TL and international laws and regulations. • High quality advice provided to contracts and contracts related issues.
5. For donor-funded procurement, undertake all procurement activities in accordance with the Procurement Guidelines of the particular donor including all actions required for obtaining no objections from the donor agency;	<ul style="list-style-type: none"> • Procurement activities are conducted in conformity with government procurement policies and in compliance with existing legislation. • Pro-active and timely coordination with relevant agencies and project owners.
6. Provide critical procurement advice to the Procurement Committee on commercial aspects of Terms of Reference (TOR) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultants;	<ul style="list-style-type: none"> • High quality and relevant advice provided. • TORs, RFPs, evaluation of EOI and evaluation of Technical and Financial proposal are prepared in compliance with relevant guideline.
7. Coordinate and respond to procurement queries, disputes, and complaints;	<ul style="list-style-type: none"> • Provided timely and responsive advice to resolve procurement queries, disputes and complaints. • Other agencies are attended and advised on procurement issues.
8. Coordinate and 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 with relevant staffs in preparing all necessary documentations/approval from Audit Court of Timor-Leste.
9. Prepare procurement reports as directed by the NPC Director;	<ul style="list-style-type: none"> • Procurement reports are prepared and reported whenever required.
10. 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 National Procurement Officer will be appraised and evaluated by the NPC Director, 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.