

ADVERTISEMENT

I. JOB TITLE: International Procurement Specialist (1 post)

II. Terms of Reference

Attached.

III. Application procedure

Please visit our website at www.cna.gov.tl and go to 'Employment Opportunities' to learn about our recruitment process and your application requirements including how to address your application.

Applications need to be addressed to the CNA of Human Resources, at email address, jobs@cna.gov.tl, no later than **17:00 hours Timor-Leste time on Friday, 8th December 2023.**


Applications should include (a) **a covering letter** (b) **a detailed resume of no more than 6 pages** and (c) **response to the selection criteria.** (d) **copy of original academic certificate and relevant course certificate.** (e). **Citizen Card** and (f) **Criminal Record.**

All applicants must answer clearly the selection criteria, that can be found at <http://www.cna.gov.tl/en/employment-opportunities/> delineating how they have met the requirements. We do not expect that you would just cut and paste from your resume but rather explain concisely and succinctly how you have met these competences, possibly providing brief examples etc.

Incomplete applications will not be considered.

Only short-listed candidates will be contacted.

Subject to Criminal Record Check.


Hermingardo A. Soares
President of CNA





MINISTÉRIO DO PLANEAMENTO
E INVESTIMENTO ESTRATÉGICO
IX GOVERNO CONSTITUCIONAL



Comissão
Nacional de
Aprovisionamento

TERM OF REFERENCE (ToR)

*Approved, please proceed
accordingly
31/10/23*

Job Title:	International Procurement Specialist (1 Post)
Purpose:	In order to satisfactorily meet its procurement obligations, the National Procurement Commission (NPC), requires highly experienced and competent Procurement Specialists (International Staff)
Reporting to:	The Procurement Specialist shall report to the NPC President
Counterpart (s):	Procurement Section
Classification:	C3. Specialized Professional
ToR Reference:	October 2023
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

- **Qualification:** Bachelor degree in a Related field (Business, Administration, Commerce, Accounting, Economics, Engineering, Science);
- A minimum of 3 years in procurement working experiences;
- Minimum 5 years' experience in Administration area;
- Demonstrated knowledge and extensive experience with operational and administrative procurement processes including knowledge of quality assurance, supply/distribution contracts, and knowledge of service contracts;
- Thorough knowledge of government procurement policy;
- Business awareness management and management skills;
- Organizational skills 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;
- A proven track record of making a difference;
- Curiosity and willingness to challenge organizational culture where necessary;
- Potential to handle a leadership role; ✓

- Ability to analyses, interpret and explain Procurement laws;
- 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; and flexibility;
- A highly organized, detail-oriented, self-starting, creative thinker and problem-solver and knowledge 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 of other Countries will be advantage

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 this procurement 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, request for expressions of interest, bid addenda, bid clarifications, tender evaluation reports, letter 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
3. Prepare Bid/Proposal Evaluation Report and Award Recommendations for approval by the NPC	<ul style="list-style-type: none"> • Number of Bid/Proposal Evaluation Report prepared on timely manner
4. Prepare Contracts for approval by the NPC and the Competent Authority	<ul style="list-style-type: none"> • Contract are prepared and completed to agreed standards and timeframes. • Contract fully comply with the relevant TL and international laws and regulations. • High quality advice provided to contracts and contract 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 agencies	<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 Proposal (FRPs), 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, EOI and 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.

V

8. Coordinate and preparing all necessary documentations 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.
9. Provide knowledge transfer to national staffs on procurement matters	<ul style="list-style-type: none"> • Procurement staffs familiar with TL procurement Regime Law and procurement best practice. • Procurement staffs work independently without supervision on procurement matters.
10. Prepare procurement reports as directed by the NPC President	<ul style="list-style-type: none"> • Procurement reports are prepared and reported whenever required
11. Other procurement task that may be assigned by the supervisor	<ul style="list-style-type: none"> • Level of initiative and responsiveness to request.

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 NPC's Business plan and submitted to the National Directorate/ NPC President
- Quarterly progress reports to the National Directorate/ NPC President, against the agreed work plan
- End of Assignment report to the National Directorate/ NPC President no Later than 10 working days prior to the end of contract

V. Performance Evaluation

The performance of the Specialist will be appraised and evaluated by the NPC Directorate, using the performance Appraisal system put in place and monitored by the President 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