

TIC TIMOR I.P. “MATADALAN TEKNOLOGIA RAILARAN”

TERMS OF REFERENCE	SENIOR LEGAL ADVISER - NATIONAL	TOR Number: TIC/EO/20/005
		APPROVED: Executive Director
		CHECKED: Human Resource
		ORIGINATOR: Human Resource
		ISSUE DATE: December 2020
Job Location	TIC TIMOR I.P Office in Palacio do Governo, Dili, Timor-Leste	
Contract type	National	
Contract Duration	1 (one) year with possibility of extension	
Reporting to	Executive Director	

I. BACKGROUND

TIC TIMOR IP is an agency established under the decree law number 29/2017 on 29th August 2017. The primary objective of the establishment of the agency is to improve effectiveness and efficiency of service delivery through the electronic Government including the initiative and implementation of a structure that can improve service delivery of the Information Technology that is stable, secured nationally and internationally, define a standard to guarantee compatibility of equipment and software including interoperability of system and application, security of data in relation to Government’s activity with its citizen and public institutions.

II. PURPOSE

TIC TIMOR I.P. is seeking for a qualified individual or law firm to fill the position of Senior Legal Adviser-Nasional to provide support to TIC TIMOR on legal matters and processes related to the implementation of TIC TIMOR I.P.’s activities and also pursuant to developing the appropriate legislation.

III. SCOPE OF WORK

RESPONSIBILITY	PERFORMANCE INDICATOR
1. Prepare written legal opinion on issues related to activity implementation and prompt and concise legal advice and specific solution-driven support to all units and Executive Director in their daily work and interaction with clients when required legal explanation and actions.	<ul style="list-style-type: none"> ▪ Written legal opinion/s are accurate and timely ▪ Level of legal support provided to senior supervisor and Executive Director in their daily work and when interacting with clients ▪ All legal opinions are archived and easy to access
2. Provide written legal advice, for anyn(<i>and/or</i>) transaction submit from budget owner before DFA submit to DE/CEO	<ul style="list-style-type: none"> ▪ As basis for Budget Administrative/DAF to approve transaction before the document send to CEO/DE to get final approve and continuing for admin and procurement process
3. To provide advice on different legal issues and assist in drafting legal opinions, memoranda and other briefing documents.	<ul style="list-style-type: none"> ▪ All official documents have legal basis
4. Establish agency's Legal Library (hard and soft copy as required) to ensure all legislation, legal opinion and articles related to agency are compiled and organized in a dedicated file, which should be easily accessible by the staff of the agency.	<ul style="list-style-type: none"> ▪ Compliance with agency's file and record-keeping procedures ▪ Ease of locating and accessing legal documents, opinions and files by all agency's staff
5. Reviewing various contracts and other legal documents.	<ul style="list-style-type: none"> ▪ Reviewing and Providing Legal Opinions With Clear Reference and Article Of The Law ▪ Archive

<p>6. Prepare and conduct regular training and information to TIC TIMOR I.P.'s staff regarding:</p> <ul style="list-style-type: none"> ▪ New legislation and procedures ▪ And other relevant areas 	<ul style="list-style-type: none"> ▪ At least six (6) trainings per year delivered to all staff. ▪ Training/information session calendar developed and approved ▪ Level of participant satisfaction with training/information
<p>7. Contribute to building agency team ethos and have a high level of personal accountability</p>	<ul style="list-style-type: none"> ▪ Keeps clear, detailed records of activities/timesheet. ▪ Can be relied upon to be at work and on time in accordance with assigned responsibilities.
<p>8. Develop Legislation in the fields of:</p> <ul style="list-style-type: none"> ▪ Cyber security and electronic transactions; ▪ Privacy Law ▪ Access to Data. 	<ul style="list-style-type: none"> ▪ To be discussed with supervisor
<p>9. Perform other duties and reporting as assigned.</p>	<ul style="list-style-type: none"> ▪ Level of responsiveness to request/direction

IV. KEY DELIVERABLES

1. In accordance with the performance indicators listed above.
2. Within four (4) weeks of commencement of the assignment, develop an Annual Work Plan that is consistent with the relevant activities and performance indicators, for approval by the Executive Director.
3. Prepare and submit Quarterly Progress Report to the Executive Director in accordance with annual work plan
4. End of Assignment report to the Executive Director, no later than 10 working days prior to the end of contract.

V. SELECTION CRITERIA

ESSENTIAL

1. Advanced degree in law, legal research, public policy, judicial studies or other relevant experience in Law.
2. At least ten (10) years of proven experience as legal adviser in a high paced environment, public administration and/or international considerably sized law firm and must be based in Dili.
3. Background and/or experience in ICT and all ICT projects related are highly desirable.
4. Be committed and motivated to the delivery of high quality public services to TIC TIMOR I.P.
5. Fluency in Portuguese and English and Portuguese legal terminology.
6. Fluency in Tetun and/or Bahasa Indonesia is an advantage.
7. Good interpersonal skills, ability to work in a consultative and collaborative manner.
8. All applicants must demonstrate appropriate and proven legal expertise in drafting legislation.
9. Ability to work in a team and under pressure.
10. Ability to plan and establish priorities and to deliver timely results.
11. Previous experience in Timor-Leste law.

DESIRABLE

1. An understanding of Timor-Leste's (GoTL) laws
2. Knowledge of Timor-Leste Public Institution's operation.
3. Working experience in ICT sectors and ICT project related fields.

VI. PERSONAL QUALITIES AND BEHAVIOURS

1. Experience in an international environment;
2. Relevant Legal network;
3. Eager to learn new things;
4. Analytical & conceptual ability;
5. Focus on Achievement;
6. Flexibility to work anytime, anywhere across the main task;
7. Initiatives and accountability;
8. Self-discipline;
9. Team working;
10. Working strategically;
11. Integrity;
12. Innovation (entrepreneurship).

VII. PERFORMANCE EVALUATION

The performance will be appraised and evaluated by the TIC TIMOR I.P management, using the Performance Appraisal System. This process will include a probation review within three (3) 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 Institution, and staff work will be contributing to the achievement of the priorities as set out in their TOR and in the Institution’s Five Years Plan.

The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the employee’s direct supervisor or Executive Director.

TIC TIMOR IP is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.