



## TIC TIMOR “MATADALAN TEKNOLOGIA RAILARAN”

<b>TERMS OF REFERENCE</b>	<b>UID DIRECTOR</b>	TOR Number: TIC/UID/22.001
		APPROVED: Executive Director
		CHECKED: Human Resource
		ORIGINATOR: UID Secretariat
		ISSUE DATE: 16 February 2022
<b>Job Location</b>	<b>TIC TIMOR I.P Office in Palacio do Governo, Dili, Timor-Leste</b>	
<b>Contract type</b>	<b>National</b>	
<b>Contract Duration</b>	<b>Until December 2022 with possibility of extension</b>	
<b>Reporting Line</b>	<b>Executive Director</b>	

### 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. OBJECTIVE

TIC Timor I.P is establishing a Directorate of Unique Identification (UID) to accommodate the implementation of the Integrated Strategic Unique Identification to all citizens and residents in Timor-Leste. Therefore, we are looking for an experienced Director to lead, manage and oversee the daily management and operations of the Directorate of UID and to ensure that the implementation of this program is competently well-coordinated to successfully and productively achieve the short, medium and long term targeted plans of Unique ID program.

### III. SCOPE OF WORK

1. Lead the Directorate of UID and its different departments with all its staff to ensure the smooth success of the implementation of the UID program
2. Coordinate internally and with the Unique ID Technical Committee (Steering Committee), relevant government and public institutions, and or other external institutions such as donors, private institutions, and civil society groups.
3. Plan, monitor and evaluate regularly the effectiveness and efficiency of UID program implementation
4. Oversee the management of procurement processes and coordinate material and resources allocation for the UID Program
5. Ensure the Directorate runs with legality and conformity to the established regulations
6. Report to ED of TIC and responsible to implement approved planned programs and activities.



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7. Manage relationships/agreements with external partners

### IV. SELECTION CRITERIA

1. Proven experience as Director or equivalent position in any relevant institution
2. Excellent organizational and leadership abilities
3. Outstanding communication and people skills
4. Fluency in the English language (written and verbal) is essential and working knowledge of Portuguese is preferred.
5. Great organizational skills, utmost tact, courtesy, and trustworthiness are essential personal attributes.
6. Innovative, organized, and self-motivated with a keen interest in driving strategic messages to key internal and external role-players.
7. Fluency in the English language (written and verbal) is essential and working knowledge of Portuguese is preferred.

### V. KEY DELIVERABLES

1. In accordance with the scope of work 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.

### VI. 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 terms of reference 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.

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