



TIC TIMOR “MATADALAN TEKNOLOGIA RAILARAN”

TERMS OF REFERENCE	UID FINANCE LEAD	TOR Number: TIC/UID/22.003
		APPROVED: Executive Director
		CHECKED: Human Resource
		ORIGINATOR: UID Secretariat
		ISSUE DATE: 8 March 2022
Job Location	TIC TIMOR I.P Office in Palacio do Governo, Dili, Timor-Leste	
Contract type	National	
Contract Duration	Until December 2022 with possibility of extension	
Reporting Line	Director of Unique ID	

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 and Communication Technology that is stable, secured nationally and internationally, define a standard to guarantee compatibility of equipment and software including interoperability of systems and applications, security of data in relation to Government's activity with its citizen and public institutions.

II. OBJECTIVE

Directorate of Unique Identification (UID), TIC Timor I.P is implementing the Integrated Strategy of Unique Identification (UID) to all citizens and residents in TL from 2022 onwards. Therefore, TIC Timor I.P. is looking to employ an experienced **Finance Lead** with exceptional relevant skills with meticulous attention to details, working well under pressure, and meeting deadlines so to support the Directorate of Unique ID in ensuring that the implementation of the UID program is competently well-financially managed and implemented and successfully and productively achieved the short, medium and long-term targeted plans of UID program.

The Finance Lead is responsible for areas of finance, business planning and budgeting, for the UID Program and will provide strategic business planning, supervise/conduct all financial operations. The Finance Lead will be a strategic thought-partner and report to the Director of UID Directorate.

III. SCOPE OF WORK

1. Ensure financial integrity and accountability and maintain internal controls.
2. Oversee and organize annual budgeting and planning process in conjunction with the Director of Unique ID and Director of Finance and Administration of TIC Timor I.P, administer and review all financial plans and budgets and monitor progress and changes.
3. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for any related donor if required, and oversee all financial, program, and grants accounting.
4. Manage organizational cash flow and forecasting.
5. Generate timely monthly, quarterly or yearly, and project-specific financial reports in compliance with government rules and regulations.



TIC TIMOR “MATADALAN TEKNOLOGIA RAILARAN”

6. Perform other tasks as requested by the direct supervisor and other relevant superiors such as Director of Finance and Administration and Executive Director of TIC Timor

IV. SELECTION CRITERIA

1. A minimum degree of a BA on relevant field or related degree
2. At least with a minimum of 5 years of financial management experience
3. The ideal candidate has experience of final responsibility for the quality and content of all financial data and reporting
4. Technology savvy with experience and knowledge of accounting
5. Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
6. Personal qualities of integrity, credibility, and dedication to program success
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 of TIC Timor I.P.

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

END