



TIC TIMOR “MATADALAN TEKNOLOGIA RAILARAN”

TERMS OF REFERENCE	UID MEDIA OFFICER	TOR Number: TIC/UID/22.005
		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	Communications Lead	

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

TIC Timor I.P is implementing the Program of Unique Identification (UID) to all citizens and residents in Timor-Leste from 2022 onwards. Therefore, TIC Timor is looking to employ an experienced Media Officer with exceptional relevant skills to be working well under pressure and meeting deadlines in order to support the Directorate of Unique ID to carry out the development of communications efforts for the UID Program, including public relations and marketing and communicating with media personnel to distribute information to promote UID Program news.

The Media Office will work in conjunction with the Communication Lead to develop and implement media strategies and policies, provide advice to increase visibility, awareness, understanding and support for implementation of UID objectives, programs and activities. A Media Officer acts as the point of contact for members of the press and other media representatives, public sector organizations, liaising with the media, organizing meetings and developing press contacts.

III. SCOPE OF WORK

1. Support the Communication Lead to manage all the UID program media communications.
2. Regularly meet, develop and maintain working relationships with journalists in multiple types of media outlets.
3. Create and produce internal newsletters for the UID Program.
4. Write, edit and distribute various types of content, including material for the UID website, press releases, marketing material and other types of content that take the message to the public
5. Answering enquiries from the press or other media representatives
6. Developing media contacts and monitoring media coverage



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7. Writing letters and preparing media evaluation reports and draft media statements, answering media inquiries, compiling publications, planning events and press conferences
8. Attending press conferences and media interviews and distributing press releases related to the UID Program
9. Organize and inform members of the public (as well as the press) about media events and promotional initiatives for UID Program
10. Perform other tasks as requested by the direct supervisors and or TIC Timor Executive Director

IV. SELECTION CRITERIA

1. Relevant studies on communications, public relations, or related field
2. Proven experience as Media Officer or equivalent position minimum of 3 years
3. Works well under pressure and meets tight deadlines.
4. The ability to write press releases and news reports and content writing experience for all media platforms.
5. Have excellent interpersonal and communication skills both written and oral with the ability to multitask and adapt in a fast-paced environment.
6. Excellent working knowledge of IT and all applications relating to communications
7. The ability to manage a heavy workload
8. The ability to work well as a team

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.

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