TERMS OF REFERENCE	UID TECHNICAL LEAD	TOR Number: TIC/UID/22.007
		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 ICT 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 establishing a Directorate of Unique Identification (UID) to carry out the implementation of the approved Integrated Strategic Unique Identification to all citizens and residents in Timor-Leste. Therefore, TIC TIMOR I.P. is looking to employ an experienced **Technical 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.

The Technical Lead will be responsible for leading the project technically with an attention to details on the platform architecture, design, use cases. Mentor and help the technical team with planning and execution starting from establishing the basic structure of the UID system, defining the essential core design features and elements that provide the system framework. The person will also be responsible for the security of the UID system, and for ensuring that all users understand and are able to use the system properly. The Technical Lead will conceive and translate UID system requirements into modules and features by technically guiding the team in terms of system architecture and technology use.

The Technical Lead will ensure the long-term reliability, scalability and maintainability of persistence and performance aspects of system architecture. S/he ensures Executive Director, Directors and relevant stakeholders with the information necessary to guide UID system operations, support timely decision making, and help management monitor progress towards reaching UID project goals and objectives. The Technical Lead guarantees that UID system provides users with timely, accurate, consistent, complete and relevant information. S/he

identifies the types and levels of risks associated with the UID system and ensure the quality control over those risks.

As the coordinator of the UID technical team, the Technical Lead will work closely with the UID System Integrator(s), UID Business Analyst and TIC's Application and Support Division to exercise the following administrative and technical responsibilities:

SCOPE OF WORK

1. Lead the UID project technically with an attention to details on the platform architecture, design, use cases.
2. Mentor and help the technical team with planning and execution.
3. Leading the discussion about the linking of existing ID systems across line ministries within GoTL and other organs of state with the Unique ID system;
4. Leading the definition of the integration interface design to provide simplicity, extensibility, scalability and traffic controlled access to core service functionality;
5. Participating in all aspects of the development lifecycle, from design to development to deployment and on-going enhancement;
6. Working with the rest of the UID team to ensure end to end architectural, functional and protocol consistency;
7. Leading the UID system requirements gathering based on UID Integrated Strategic plan and ensuring that UID system requirements is consistent, complete, correct, and operationally defined;
8. Ensuring that a maximally robust architecture is developed;
9. Generate a set of acceptance test requirements, which determines that all of the high level requirements have been met;
10. Generate products such as sketches, models, an early user guide, and prototypes to keep the user and the engineers constantly up to date and in agreement on the system to be provided as it is evolving;
11. Ensuring that all architectural products and products with architectural input are maintained in the most current state and never allowed to become obsolete;
12. Providing ongoing evaluations of technology solutions and capabilities to ensure alignment with UID objectives, identify areas of risk, monitor the current environment, and look for potential improvement areas;
13. Lead the development and implementation of training plans for personnel in charge of the UID system and the users.
14. Any other tasks requested by relevant superiors.

IV. SELECTION CRITERIA

1. Minimum a BS degree in Computer Science or any related field.
2. At least five (5) years of software design, development and deployment experience in service architectures with IT applications
3. Strong technical skills in understanding software security architecture such as PKI, Digital Signatures, Hashing etc.
4. Good experience with working in the client server architecture

5. Experienced leading projects from planning to delivery using Agile methodologies
6. Solid experience of Infrastructure Design, Application Development, implementation and go-live support is essential
7. Proven experience of managing projects from a technical aspect including requirement analysis and design, through to deployment and post go-live support is required
8. Good knowledge in Java, sprint framework, Linux, Windows, Docker, Kubernetes, Database technologies and REST APIs
9. Knowledge of MySQL, PostgreSQL database tuning for Python/.Net/Java web technology/Software application development
10. Broad working knowledge of distributed system components, including workstations, database servers, and applications servers
11. Strong understanding of network architecture. Excellent command on development and interfacing technology, for example the application programming interface (API)
12. Excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders
13. Personal qualities of integrity, credibility, and dedication to program success;
14. 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.

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