TERMS OF REFERENCE	UID SYSTEM ARCHITECT	TOR Number: TIC/UID/22.008
		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	**Technical Lead**

I. BACKGROUND

TIC TIMOR I.P. 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 **System Architect** 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 **System Architect** will be responsible for designing basic structure of the UID system, defining the essential core design features and elements that provide the system framework. The person also responsible for ensuring privacy and security are first and foremost in the design. S/he 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 **System Architect** will ensure the long-term reliability, scalability and maintainability of persistence and performance aspects of system architecture. S/he also 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. **System Architect** 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 **System Architect** will work under guidance and supervision of the UID Technical lead, and work in close coordination with the UID System Integrator(s), UID Business Analyst and TIC's Application and Support Division.

III. SCOPE OF WORK

1. Design and implement long-term strategic goals and short-term tactical plans for managing and maintaining Unique ID System;
2. Ensure that UID system architecture is aligned with goals and objectives outlined in the Unique ID Strategic Plan;
3. Provide architectural expertise, direction and assistance to the software development teams;
4. Develop, document, and communicate plans for investing in UID system architecture, including analysis of cost reduction opportunities;
5. Conduct research on emerging technologies in support of systems development efforts, and recommend technologies that will increase cost effectiveness and system flexibility;
6. Where applicable, design, develop, and oversee implementation of end-to-end integration of UID system with other Identity systems;
7. Document UID system architecture and technology portfolio; make recommendations for improvements;
8. Review system designs and ensuring procurement plans follow standards and architectural plans;
9. Model UID system processes based on use case scenarios, workflow diagrams, and data models;
10. Develop and execute test plans to check infrastructure and systems technical performance. Report on findings and make recommendations for improvement;
11. Develop, document, communicate, and enforce a policy for standardizing systems and software as necessary;
12. Any other tasks requested by relevant superiors.

IV. SELECTION CRITERIA

1. Minimum a bachelor's degree in computer science or any related fields.
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 knowledge in Java, sprint framework, Linux, Windows, Docker, Kubernetes, Database technologies and REST APIs
5. Solid experience of Infrastructure Design, Application Development, implementation and go-live support is essential;
6. Hands-on experience with business requirements gathering/analysis;
7. Proven experience in systems and network design and development;
8. Strong understanding of information processing principles and practices;
9. Strong knowledge of software evaluation principles and practices;
10. Proven project planning and management experience;
11. Good knowledge of applicable data privacy practices and laws;
12. Exceptional analytical, conceptual, and problem-solving abilities;
13. Exceptional understanding of the organization's goals and objectives;
14. Superior written and oral communication skills;
15. Excellent architecture and technical support documentation skills;
16. Strong interpersonal and consultative skills;
17. Ability to conduct research into emerging technologies and trends, standards, and products as required;
18. Experience with Agile methodologies;
19. Ability to present ideas in user-friendly language. Able to prioritize and execute tasks in a high-pressure environment;

20. Experience working in a team-oriented, collaborative environment.
21. Personal qualities of integrity, credibility, and dedication to program success;
22. 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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