



## TIC TIMOR "MATADALAN TEKNOLOGIA RAILARAN"

<b>TERMS OF REFERENCE</b>	<b>UID PROJECT COORDINATOR</b>	TOR Number: TIC/UID/22.013
		APPROVED: Executive Director
		CHECKED: Corporate Service
		ORIGINATOR: UID Secretariat
		ISSUE DATE: May 2022
<b>Job Location</b>	<b>TIC TIMOR I.P Office in Palacio do Governo, Dili, Timor-Leste</b>	
<b>Contract type</b>	<b>Fixed Term - National</b>	
<b>Contract Duration</b>	<b>Until December 2022 with possibility of extension</b>	
<b>Reporting Line</b>	<b>Director of Unique ID</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 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 Government approved 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 a dedicated and flexible **Project Coordinator** who shall be responsible for undertaking all the tasks required to ensure timely, cost effective and quality delivery of the UID project.

The Project Lead will work under the supervision and overall guidance of UID Director, and work in close coordination with other Coordinator as well as Project Manager, UID Business Analyst and the Application and Support Division.

### III. SCOPE OF WORK

1. Carry out Project Management Lifecycle effectively from:
  - a. Initiation - Define the nature and scope of the project to meet the functional needs.
  - b. Planning and design - Design a project management plan, complete with deliverables, schedule, time, cost and resources required.
  - c. Execution - Deliver the physical project deliverables to the government institutions.
  - d. Monitoring and controlling - Identify potential problems in the project and solve them early on.
  - e. Closure - Close the project and create a project closure report.
2. Assist the development of work plans, workshops and periodical work sessions and meetings for the UID Directorate and hold orientation seminar for team members from the project to clarify the project's objective and methodology as and when required;
3. In collaboration with the procurement officer, draft tender documents, participate in the tendering process, bid evaluations and prepare bid evaluation reports with contracts award recommendations;
4. Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the agency/stakeholders;



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5. Facilitates implementation of project management standards and best practices;
6. Carry out responsibly any other assigned task as needed by agency’s superior’s and/or management;

#### **IV. SELECTION CRITERIA**

1. University Degree in Information Systems/Computer Science or equivalent
2. At least 5 years of project management experience and at least 3 years of work experience in the field of ICT/Software Development Project management.
3. Proven experience and technical ability to manage a medium to large ICT/Software Development project
4. Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, experts and development partners such as ADB, World Bank, etc.
5. Demonstrated ability in team management and collaboration
6. Fluency in English/Portuguese will be added advantage
7. Understanding of Project methodologies (Agile, Scrum, etc.) desirable
8. Working ability with Project management tools (MS Project, JIRA, etc.) desirable

#### **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 and
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 female, persons with disabilities and members of underrepresented groups.

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