



## TIC TIMOR “MATADALAN TEKNOLOGIA RAILARAN”

<b>TERMS OF REFERENCE</b>	<b>UID REGISTRATION OFFICER</b>	TOR Number: TIC/UID/22.015
		APPROVED: Executive Director
		CHECKED: Corporate Service
		ORIGINATOR: UID Secretariat
		ISSUE DATE: Maiu,2022
<b>Job Location</b>	TIC TIMOR I.P Office in Palacio do Governo, Dili, Timor-Leste	
<b>Contract type</b>	Fixed Term - National	
<b>Contract Duration</b>	Until December 2022 with possibility of extension	
<b>Reporting Line</b>	UID Registration Coordinator	

### 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 **five (5) energetic and flexible Registrations Officers** to undertake registrations according to targeted registration plans of Unique Identity for all Timorese citizens and residents.

Under the guidance of the Registration Lead, the registration officers will be responsible for undertaking the registration of citizens and residents in urban and semi-urban areas across Timor-Leste and in rural villages when required.

### III. SCOPE OF WORK

1. Attend required training sessions on the registration process to follow through for the unique identification registration,
2. Carry out the registration of unique identity of citizens and residents in determined registration centers based on the training sessions provided or relevant instructions given prior to the actual registration works in the field
3. Assist the Registration Team to set up, manage queues, maintain and close registration center at the end of a registration day
4. Ensure that registration materials and equipment are kept in safe custody after the day’s work
5. Assist in educating applicants on registration requirements to facilitate fast and accurate data recording
6. Interview applicants and record accurate personal information of applicants onto the Registration Application Form by following data collection principles and best practices
7. Prepare and submit daily reports on registrations, record updates



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8. Perform other tasks as requested by the direct supervisor and other relevant superiors such as Director of UID and Executive Director of TIC Timor

### IV. SELECTION CRITERIA

1. A Bachelor's Degree in the Social Sciences, Law, Business, Computer Engineering, Science/Information Technology or related discipline from a recognized University or equivalent professional qualification
2. Minimum 2 years of relevant experience in population registration, data management, protection, field support activities, previous experience in deep field locations, will be an asset.
3. Demonstrated computer skills, particularly in data entry and data management
4. Excellent interpersonal and communication skills, flexibility, and organizational skills with strong capacity in multitasking.
5. Able to perform repetitive work or to perform continuously the same work, according to set procedures sequence, or pace.
6. Able to perform under stress when confronted with emergency, critical, unusual situations
7. Attention to details
8. Able to work with minimal supervision
9. Able to sit or stand for long periods of time; may also need to go from one workstation to another
10. Willingness to accept posting to any part of the country

### 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 persons with disabilities and members of underrepresented groups.

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