



MINISTÉRIO DA JUSTIÇA

GABINETE DA MINISTRA DA JUSTIÇA

Terms of Reference

Post title:	ICT Officer – Systems Analyst
Duty Station:	Ministry of Justice – Dili/Timor-Leste
Duration:	10 months with possible extension
Expected Start date:	March 2012

General Description

Under the supervision of the Chief of ICT of the Ministry of Justice (MoJ), the ICT Officer will design, develop new and existing ICT Systems on behalf of the Ministry of Justice, including training of national staff on software designs, standards and tools.

Scope of Work

- Lead architecture design, software developments and solution management to ensure that these are aligned to MoJ objectives and priorities.
- Act as project manager for the design, implementation, customization and maintenance of MoJ major software applications projects working closely with technical staff in developing plans and monitoring progress;
- Manage project scope and objectives; develop and updates project plans; estimate tasks duration; estimate costs and assigns resources as required including identifying deliverables and milestones. Evaluate risks for implementation and develops a risk mitigation plan as required;
- Conduct thorough systems requirements gathering exercises while ensuring the following:
 - Structuring systems design by understanding and focusing on the core institutional and directorate needs;
 - Assessing requirements through the understanding of the institutional needs and analysis of the specific processes;
 - Developing preliminary cost-estimates for different solution options in view of current and potential technical capabilities;
- Actively engage in providing creative inputs for the development of new tools and systems, enhancement to existing tools/systems or new ways of using / integrating tools/systems.
- Analyze trends in user experiences in order to prioritize fixes and enhancements to ICT Systems within MoJ, ensuring their continual improvement.
- Act as liaison between MoJ and software suppliers to ensure successful delivery of services.

- Work with team members within each MoJ Directorate to analyze, recommend, plan, design, develop, and/or implement solutions for the citizens of Timor-Leste that meet strategic, usability, performance, reliability, control, and security requirements.
- Provide technical support to the existing of the Civil and Commercial Registry Services for the Directorate of Registry and Notary of the MoJ, including liaising with third-party companies and suppliers of services.
- Provide technical support existing Lands and Properties Systems Services for the Directorate of Lands and Properties of the MoJ.
- Provide mentoring and technical assistance for the national IT staff on systems, administration, installation, maintenance and upgrading.
- Provide technical support to the existing Case Management System under MoJ responsibilities, including Public Defenders Office and Prisons.
- Enhance the existing systems development methodologies, procedures, providing manuals, documentation of best practices, configurations, support and systems analysis and development of the systems used by the Ministry of Justice.
- Produce documentations and diagrams of new systems installations and deployments, and update/maintain existing documentation and diagrams.

Provide **training** and **transfer knowledge** of systems and software development to national IT staff in:

- Data modeling, analysis and programming including planning and implementation of formal training sessions for the local IT Unit.
- Mentoring and technical assistance for the nationally staffed IT enhance the ability to generate relevant figures from the existent ICT Systems.
- Performance the activities below, progressively transferring responsibilities to the national staff, on the following lines:
 - Data modeling, analysis and programming.
 - System and user documentation.
 - Functional and usability testing.
 - DBA, system staging & deployment.
 - End user training.
 - Database Supervision, maintenance and backups.

Results/Expected Outputs

- The primary goal is to be available to provide effective and comprehensive consultation, systems and software design and support to existing systems within the Ministry of Justice/Timor-Leste. That includes:
 - The Civil and Commercial Registry IT Systems supported and established.
 - The Lands and Properties IT Systems supported and established.
 - Resolve any problems to the best of their ability and notify the designated group within the IT department when a referral is needed.
 - Deployment of new Systems, Databases and Infra-Structure to the Ministry of Justice properly supported.
 - Systems documentation, diagrams and manuals produced and up to date.
 - Capacity development of the IT staff in Systems and Database analysis, design and development.
 - Support to the existent and new MoJ systems and software.

Qualifications/Requirements

- A University degree in Computer Science, Systems Engineering, Information Systems or related fields, with emphasis in Systems Analysis and Design.
- A minimum of 5 years of progressively responsible professional experience in best practice implementation as well as: Analyzing Information, Analyzing Requirements, Programming Skills, Software Design, Software Debugging, Software Documentation, Software Testing, Problem Solving, Teamwork, Software Development Fundamentals, Software Development Process, Software Requirements.
- Experience in business process modeling including documenting and analyzing functional procedures and workflows, business process reengineering and definition and evaluation of user requirements in the selection or development and implementations of IT systems.
- Work experience in managing projects with a preference in development and implementation of web-based or client-server based systems using any standard development tools.
- Proven ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports/documentation in a clear and concise style. Ability to communicate with various levels of technical experience (developers, end-users, management and support staff);
- Competent in the following technologies: Java, .NET, ADO, JSP, HTML5, JavaScript, SQL Server and Oracle in a heterogeneous environment (Windows and Linux).
- Experience with PHP, Web services, SOAP, XML, XSLT, AJAX, Drupal is considered an asset.
- Experience in Open-Source tools and software is an asset.

Language requirements

- Oral and written English.
- Portuguese or Tetun language skills is considered a strong asset.

Personal characteristics considered advantageous

- Ability to identify clients' needs and extract, interpret, analyze and format data across using technological solutions appropriate to the business needs.
- Ability to organize, plan and implement work assignments, ability to allocate appropriate time and resources for completing work and managing conflicting priorities. Identifies priority activities and assignments and adjusts priorities as required.
- Ability and interest in training and supporting less experienced colleagues.
- Ability to work and communicate in a team environment with good problem solving.
- Capacity to deal with different cultural backgrounds and language barriers.

Application Guideline

Applicants meeting the above qualifications are requested to submit detailed CV along with a letter of interest and financial proposal by 10-FEB-2012 to: it-recruitment@mj.gov.tl