



REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE

MINISTÉRIO DA JUSTIÇA

Avenida Jacinto Cândido Caicoli, Dili, Timor-Leste; www.mj.gov.tl

CONSULTANT PROCUREMENT NOTICE

TECHNICAL SUPPORT AND LEGAL FRAMEWORK WITHIN THE MINISTRY OF JUSTICE TO PREPARE THE PUBLIC TENDER TERMS OF REFERENCE AND DOCUMENTATION FOR THE TECHNICAL ASSISTANCE TO CADASTRAL SURVEY, DATABASE AND LAND REGISTRY IN TIMOR-LESTE

TERMS OF REFERENCE FOR THE RECRUITMENT

Position: Technical Support and Legal Framework within Ministry in area public tender (Procurement)

Working local: National Directorate of Land and Property-MJ

Duration: 3 months

The consultant recruited to support the Timorese technicians must develop the following tasks:

- Analysis and definition of needs support to develop the process of cadastral survey, the cadastral of the database and land registry later, based on the documentation provided by the Ministry of Justice;
- Supporting the analysis on the development of cadastral survey process to date, including the first post-independence period and the *Ita Nia Rai* programm;
- Assistance in all legal issues inherent to the international public tender, the legal framework of the sector and legislative requirements relating to the implementation cadastral survey;

- Support to procurement procedures and coordination necessary technical and legal services with the National Procurement Commission;
- Supporting coordination between the technical and political components of the justice sector, the criteria for defining strategic objectives and to affix to the tender document;
- Support for the coordination of relevant matters with other governmental entities;
- Support for the analysis of legislation and the legislative package prepared and not yet approved by the Government;
- Support for setting the agenda for meetings, survey information and consultation of the inherent technical information considered relevant and not available for the services of MJ;
- Support for the drafting of the tender document.

QUALIFICATIONS REQUIRED

The Consultant must meet the following academic and professional qualifications:

- Law Degree, preferably, or in the economic and financial areas, with the technical knowledge of law.
- Higher education post-graduated diplomas are an advantage.
- Minimum of 3 years of professional experience in advising the Public Administration, or the Timorese Public Administration with a view to support the development, policy making and governance criteria is an advantage.
- Minimum of 5 years of experience in project management, coordination and technical support to project coordination, support to policy making or legal and legislative assistance in post-conflict countries.
- Fluency in English and one of the two official languages, Portuguese and /or Tetum;
- Experience and knowledge of projects related to cadastral survey and registration in East Timor or in countries with property rights disputes.
- Experience with projects in the areas of registration and cadastre.
- Experience in the functioning of the Timorese Public Administration (civil service), including the supporting, its operating procedures and its legal system;
- Experience working with Timorese authorities and technicians.
- Experience in capacity building projects in Timor-Leste, preferably, or in post-conflict countries.

- Experience in civil law legal systems preferably in Portuguese.

PERSONAL CHARACTERISTICS

- Exceptional interpersonal communication skills and ability to motivate people.
- Ability and desire to train and support less experienced colleagues.
- Ability to work in a team environment with good problem solving, communication and organizational skills.
- Open mind, avoiding previous judgment.
 - Ability to present multiple solutions to problems, creativity and flexibility.

LANGUAGES REQUIRED

- Capable of reading / writing and speaking in Portuguese and Tetum
- Having knowledge in English will be an advantage

ADDITIONAL RELEVANT DOCUMENTS

- CV and proof of academic qualifications;
- The submission of a minimum of two letters of reference is an advantage.

GUIDANCE FOR APPLICATION

Applicants meeting the above qualifications are requested to submit a detailed curriculum vitae along with a letter of interest no later than **July 15, 2013** to the **Office of the Vice Minister, or National Directorate of Administration and Finance-Ministry of Justice** or sent the email to the following directions: **ivalente@mj.gov.tl; fcarceres@mj.gov.tl; copied to cneto@mj.gov.tl.**

Dili, 27 June 2013

Vice Minister for Justice


Dr. Jorge Valente