



**BEE TIMOR-LESTE, EMPRESA PÚBLICA  
BTL, E.P.**

Avenida 20 de Maio, Caicoli, Dili Timor-Leste Caixa Postal No. 194, Telp. 3311539

10/1/23

## VACANCY ANNOUNCEMENT

Reference No: 0002/BTL/HR-Dili/I/2023

### A. SUMMARY

Bee Timor-Leste (BTL, EP) is public company utilities recently created by the Government of Timor-Leste to promote greater efficiency and sustainability for the implementation of the Government's strategy in providing water and sanitation services to the public.

The Public Company mission is to assist the Government in the implementation of national policies for water and sanitation through the integrated and sustainable management of water and sanitation related services.

In order to be able to carry-out its mission, BTL E.P. is planning to recruit talented and skill-full people to join and fill the position of Audit Specialist.

### B. POSITION REQUIRED – AUDIT SPECIALIST

Position	Scope of work	No. of vacancy	Ability, qualification and experience
<b>Audit Specialist</b>	<p>Audit Specialist is responsible to provide organisations with guidance on financial accuracy, internal controls and regulatory compliance. The Audit Specialists will examine and improve operating practices, and financial risks management processes of the Organisation.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Coordinate with Executive Commission to determine audit scope and timelines;</li><li>• Plan and perform audits such as operational, financial and compliance audits;</li><li>• Review audit findings and develop action plans;</li><li>• Participate in audit meetings and coordinate internal and external</li></ul>	1	<p><b>Required Competencies and Qualifications:</b></p> <ul style="list-style-type: none"><li>• Degree in internal auditing, financial accounting or financial management (essential).</li><li>• Two years of work experience in an internal audit environment.</li><li>• Two years of fraud auditing experience.</li><li>• Accreditation with the Institute of Internal Auditors.</li><li>• Exceptional accounting skills.</li><li>• Analytical thinker with strong conceptual and problem-solving skills.</li><li>• Particular attention to detail with the ability to multi-task.</li></ul>

	<p>audit activities;</p> <ul style="list-style-type: none"> <li>• Develop corporate policies and procedures according to regulatory requirements;</li> <li>• Develop process improvements to improve quality and effectiveness of deliverables;</li> <li>• Interact with management (executive) to determine audit requirements;</li> <li>• Identify areas of improvements and concerns to management;</li> <li>• Develop clear and complete reports of audit procedures and findings;</li> <li>• Develop audit presentation to management as needed</li> <li>• Review and recommend improvement to business procedures and internal controls;</li> <li>• Develop risk models to access and mitigate potential risks;</li> <li>• Maintain audit documentations according to established standards;</li> <li>• Organize audit training for team for skill development;</li> <li>• Develop standard tools and procedures to improve audit efficiency;</li> <li>• Identify and assess areas of significant business risk;</li> <li>• Implement best audit and business practices inline with applicable internal audit statements;</li> <li>• Manage resources and audit assignments;</li> <li>• Identify and reduce all business and financial risks through effective implementation and monitoring of controls;</li> <li>• Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice;</li> <li>• Compile and implement the annual Internal Audit Plan;</li> <li>• Conduct ad hoc investigation into identifies or reported risks;</li> <li>• Oversee risk-based audits covering operational and financial processes;</li> <li>• Ensure complete, accurate and timely audit information is reported to Executive and/or Risk Committee;</li> <li>• Overall supervision of planned annual audits.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent documentation, communication and IT skills;</li> <li>• Communication skills including oral, written report writing and presentation;</li> <li>• Problem identification and solution skills including core, conceptual and analytical thinking;</li> <li>• Keeping up-to-date with industry and regulatory changes and professional standards.</li> <li>• Knowledge on national rules and legislation in the field of auditing;</li> <li>• English language skill: <ul style="list-style-type: none"> <li>- Oral: 80% fluent in English;</li> <li>- Written: Advance writing skills – to write reports and project requirement documents;</li> <li>- Reading: Advance reading skills – to understand manuals and project documents.</li> </ul> </li> </ul> <p><b>Selection Criteria</b></p> <ul style="list-style-type: none"> <li>• Demonstrated computer skills, including proficiency in Microsoft Office suite of programs, the internet and other relevant BTL, E.P. Corporate;</li> <li>• Ability to analyse operational and procedural issues/problems and to develop a range of practical strategies and options for their solutions;</li> <li>• Should have a minimum of 3 years work experiences in auditing;</li> <li>• Project Management experience;</li> <li>• Demonstrated ability to work independently and as</li> </ul>
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			part of a team to achieve both individual and workgroup goals
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**C. HOW TO APPLY**

All applications must include a cover letter, CV/Resume - not to exceed three pages with the details (name, phone email) of three referees, Certificate of complete Vaccination of Covid-19 and any other documentation that addresses the qualification requirements of the position as listed.

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY!**

Applications should be addressed to the attention of BTL Human Resource, and submitted via email to [hr@btl.tl](mailto:hr@btl.tl) or [hrbeetimorleste@gmail.com](mailto:hrbeetimorleste@gmail.com) or hand delivery to the BTL, E.P. office at Avenida 20 de Maio, Caicoli, Dili, Timor-Leste.

Full Job Description can be obtained through email above.

**D. DURATION OF THIS VACANCY**

- OPENING DATE: 10 JANUARY 2023
- CLOSING DATE: 25 JANUARY 2023 at 00:00hrs TL time
- WORKING HOURS: FULL-TIME: 40 HRS/WEEK

***ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED FOR INTERVIEW***

***LATE APPLICATIONS WILL NOT BE CONSIDERED!!!***





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**TERMS of REFERENCE**

**Position Title: Audit Specialist**

**INTRODUCTION**

BEE Timor-Leste Empresa Pública (BTL, E.P.) is a newly established Water Utility based in Timor-Leste. BTL was created by Decree Law n.º 41/2020. It is an indirect administration of the State, endowed with legal personality, administrative, financial and patrimonial autonomy, under the supervision and superintendence of the Minister of Public Works. The Bee Timor-Leste mission is to assist the Government in the implementation of national policies for water and sanitation through the integrated and sustainable management of water and sanitation related services.

In order to be able to carry-out its mission, the BTL E.P. is planning to recruit competent and skill-full people to joint and fill-in various position, including **Audit Specialist**.

**Purpose of Audit Specialist Job:**

Audit Specialist is responsible to provide organisations with guidance on financial accuracy, internal controls and regulatory compliance. The Audit Specialists will examine and improve operating practices, and financial risks management processes of the Organisation.

**Key Responsibilities:**

- Coordinate with Executive Commission to determine audit scope and timelines;
- Plan and perform audits such as operational, financial and compliance audits;
- Review audit findings and develop action plans;
- Participate in audit meetings and coordinate internal and external audit activities;
- Develop corporate policies and procedures according to regulatory requirements;
- Develop process improvements to improve quality and effectiveness of deliverables;
- Interact with management (executive) to determine audit requirements;
- Identify areas of improvements and concerns to management;
- Develop clear and complete reports of audit procedures and findings;
- Develop audit presentation to management as needed
- Review and recommend improvement to business procedures and internal controls;
- Develop risk models to access and mitigate potential risks;
- Maintain audit documentations according to established standards;
- Organize audit training for team for skill development;
- Develop standard tools and procedures to improve audit efficiency;
- Identify and assess areas of significant business risk;
- Implement best audit and business practices inline with applicable internal audit statements;
- Manage resources and audit assignments;
- Identify and reduce all business and financial risks through effective implementation and monitoring of controls;

### **Process Management:**

- Continual Improvement Orientation: Frequently reviews procedures and streamlines these based on best practice; Considers environmental impact of new and future work processes;
- Decision Making – Proficient: Makes sounds and timely decisions when information is ambiguous or incomplete;
- Organisation Agility – Proficient: understand why key policies and procedures exist and their implication to BTL; know how to get things done by engaging key players;
- Planning and Organising – Proficient: Organise, Plans and Schedule work for self and others using different time management techniques; monitor and facilitates the activities of others;
- Strategic Orientation – Basic: Applies past experience to identify connection between situations; steps back and recognize potential implications to BTL;

### **Personal Effectiveness:**

- Change and Risk Orientation – Basic: alters own work priorities when required; takes on new ideas from others; comfortable with ambiguity; identifies risks associates with own work and communicates this to others;
- Collaboration – Proficient: team player and cooperative; quickly find common grounds and solve problems with minimum disruptions;
- Communicating to Others – Proficient: Prepares routing documents and comprehensive reports; can get messages across with the desired effect both in writing and orally; makes formal oral presentation to both internal and external audiences;
- Developing self – Proficient: actively seeks to develop new knowledge and skills by taking on challenging and stretching tasks and projects; open to constructive corrective feedback and take action to improve performance;
- Learning Agility – Basic: Can learn new Skills and Knowledge; analyses situations by examining available information;
- Problem Solving – Basic: Breaks down problems and situations and identifies key components; analyses potential implications of each components.

### **Functional/Technical Ability:**

- Project Management – Proficient: Plans, Coordinates and delivers medium sized projects using project management methods, tools and techniques;
- Project Know ledge – Advanced: Expert knowledge of products and services relevant to own area; detailed knowledge of products and services relevant to other areas; provides feedback and makes recommendations to improve or develop new products and services.
- Information Technology – Proficient: Proficient skills in software procurement and implementation for current business needs; maintains and monitors infrastructure;
- Customer Orientation – Advanced: Exceeds expectations and requirement of customers; develop and maintain effective relationship with customers by gaining their trust and respect; understand and addresses the longer-term needs of customers; develop a customer focused environment consistent with BTL values and mission;
- Knowledge of Applications and System – Advance: Expert knowledge of BTL applications and systems; provide feedback and make recommendations to improve or develop new applications and systems.



## **General:**

- Demonstrate personal commitment to BTL Board's Safety and Environment Programs, and Equal Employment Opportunity objectives, to personal safety and the safety of others, a workplace free from discrimination and harassment and philosophy quality assurance and pollution prevention.

## **Measure of Success**

- Adhering to BTL policies and procedures;
- Response and resolution of (internal) customer requests for enhancement solution;
- Quality of work delivered – technical, solution development and enhancement;
- Number of outstanding requests at the end of each month;
- Ability to self-drive and motivate team;
- Management of suppliers and support staff;
- System versions are current.

## **Required Competencies and Qualifications:**

- Degree in internal auditing, financial accounting or financial management (essential).
- Two years of work experience in an internal audit environment.
- Two years of fraud auditing experience.
- Accreditation with the Institute of Internal Auditors.
- Exceptional accounting skills.
- Analytical thinker with strong conceptual and problem-solving skills.
- Particular attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent documentation, communication and IT skills;
- Communication skills including oral, written report writing and presentation;
- Problem identification and solution skills including core, conceptual and analytical thinking;
- Keeping up-to-date with industry and regulatory changes and professional standards.
- Knowledge on national rules and legislation in the field of auditing;
- English language skill:
  - Oral: 80% fluent in English;
  - Written: Advance writing skills – to write report and project requirement documents;
  - Reading: Advance reading skills – to understand manuals and project documents.

## **Selection Criteria**

- Demonstrated computer skills, including proficiency in Microsoft Office suite of programs, the internet and other relevant BTL, E.P. Corporate;
- Ability to analyse operational and procedural issues/problems and to develop a range of practical strategies and options for their solutions;
- Should have a minimum of 3 years work experiences in auditing;
- Project Management experience;
- Demonstrated ability to work independently and as part of a team to achieve both individual and workgroup goals.