



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

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

10/10/23

VACANCY ANNOUNCEMENT

Reference No: 0006/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 Executive Secretary and Admin Assistant.

B. POSITION REQUIRED – EXECUTIVE SECRETARY AND ADMIN ASSISTANT

Position	Scope of work	No. of vacancy	Ability, qualification and experience
Executive Secretary and Admin Assistant	<p>Executive Secretary and Admin Assistant Job Summary:</p> <p>Under general supervision of Coordinator of Executive Commission Secretary, the Executive Secretary and Admin Assistant will provide high level administrative support to the office of Vice President and other member of Executive Commission. The responsibilities include maintaining Executive's agenda and assist in planning appointments, board meetings, copying and filing all documents upon approval, and conferences etc. Attending meetings and keep minutes, receiving and screening phone calls and redirecting to the appropriate units/departments.</p> <p>Duties and Responsibilities of Executive Secretary and Admin Assistant:</p> <ul style="list-style-type: none">• Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.• Attend meetings and keep minutes	2	<p>Required Skills and Qualifications of Executive Secretary and Admin Assistant:</p> <ul style="list-style-type: none">- Proven experience as executive secretary or similar administrative role- Proficient in MS Office and "back-office" software- Excellent verbal and writer communication skills- Excellent organisation skills and attention to details- Excellent time management skills with a proven ability to meet deadlines- Ability to function well in high-paced and at times stressful environment- Extensive knowledge of office administration, clerical procedures, and recordkeeping

<ul style="list-style-type: none"> • Receive and screen phone calls and redirect them when appropriate • Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.) • Make travel arrangements for executives • Handle confidential documents ensuring they remain secure • Prepare invoices or financial statements and provide assistance in bookkeeping • Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders • Maintain electronic and paper records ensuring information is organized and easily accessible • Conduct research and prepare presentations or reports as assigned • Photocopying and filing system. 	<ul style="list-style-type: none"> - Familiarity with basic research methods and reporting techniques - Integrity and confidentiality - Professionally greeting and receiving guests and clients <p>Education and Experience:</p> <ul style="list-style-type: none"> - Bachelor's degree in Business Administration or related field preferred. - 2 years of experience in an executive support role
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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 or 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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BTL, E.P.

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TERMS of REFERENCE

Position Title: Executive Secretary and Admin Assistant

INTRODUCTION

Access to water and improved sanitation is transversal to all human activities and all sectors of the economy. Therefore, the program of the VIII Constitutional Government considers that a clear increase in investment for access to clean water and sanitation is unavoidable. Supporting this sector constitutes a simultaneous investment in health and improving the quality of life of the population, environment, and education, and as a direct consequence, economic growth.

However, it is both a challenge and a responsibility not only for the government, but also for society as a whole to achieve. To achieve this objective, both past experiences and examples of international good practices have shown that these public services must be implemented and managed through an autonomous public entity dedicated exclusively to this sector with specialized and motivated human resources team and a hierarchy structure exclusively committed to this purpose.

Thus, the 8th Government program recently have taken an institutional reform of the sector, to promote greater efficiency and sustainability, for the implementation of the Government's strategy and for effective technical and economic regulation in order to meet the goals set out in the Strategic Development Plan and the 6th Sustainable Development Goal (SDG).

This is the only way to guarantee an acute public service that aims to guarantee quality of the services provided assuring the implementation of public health safeguards in a framework of economic and financial sustainability, and quality assurance guarantee and reliability of said services provided.

As a starter for the creation of a Public Company, under the indirect administration of the State, it was proposed by His Excellency the Minister of Public Works to legally create the Bee Public Company of Timor-Leste (BTL, EP), in the form of Decree- Law.

Thus, the Decree-Law for creating the Bee Public Company of Timor-Leste (BTL, EP) was prepared and submitted to the Council of The Ministers. It was approved by the Council of The Ministers in April 1st, 2020, and promulgated by the President of the Republic in September 24th, 2020. As a result, the creation of the Public Company – Bee Timor Leste was created via Decree Law n.º 41/2020.

The aforementioned Decree-Law creates BTL, E.P. as the Public Company, integrated in the 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 Public Company mission is to assist the Government in the implementation of national policies for water and sanitation trough 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 recruits competent and skill-full people to joint and fill-in various position, including **Executive Secretary and Admin Assistant**.

Executive Secretary and Admin Assistant Job Summary:

Under general supervision of Coordinator of Executive Commission Secretary, the **Executive Secretary and Admin Assistant** will provide high level administrative support to the office of Vice President and other member of Executive Commission. The responsibilities include maintaining Executive's agenda and assist in planning appointments, board meetings, copying and filing all documents upon approval, and conferences etc. Attending meetings and keep minutes, receiving and screening phone calls and redirecting to the appropriate units/departments.

Duties and Responsibilities of Executive Secretary and Admin Assistant:

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Prepare invoices or financial statements and provide assistance in bookkeeping
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible
- Conduct research and prepare presentations or reports as assigned.
- Photocopying and filing system

Required Skills and Qualifications of Executive Secretary and Admin Assistant:

- Proven experience as executive secretary or similar administrative role
- Proficient in MS Office and "back-office" software
- Excellent verbal and writer communication skills
- Excellent organisation skills and attention to details
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in high-paced and at times stressful environment
- Extensive knowledge of office administration, clerical procedures, and recordkeeping system
- Familiarity with basic research methods and reporting techniques
- Integrity and confidentiality
- Professionally greeting and receiving guests and clients

Education and Experience:

- Bachelor's degree in Business Administration or related field preferred.
- 2 years of experience in an executive support role.