



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

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

8/10/23

VACANCY ANNOUNCEMENT

Reference No: 0001/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 joint and fill the position of Director of Engineering and Investment.

B. POSITION REQUIRED – DIRECTOR OF ENGINEERING AND INVESTMENT

Position	Scope of work	No. of vacancy	Ability, qualification and experience
Director of Engineering and Investment	<p>The purpose of The Director of Engineering and Investment is to take the leadership in ensuring the readiness of future infrastructures projects (prepare DED, budget, resources, implementation modality) promoted by BTL E.P. Moreover, DEI also responsible for ensuring quality of ongoing projects (research, studies or infrastructure projects) through implementing projects according to Project Operation Manual (POM) or guideline. The DEI oversees all activities and staff of the departments under his/her supervision to support BTL E.P. short- and long-term strategic goals. The DEI is report to and supervised by the President of the Executive Committee Team, and works in partnership with other Directorate.</p> <p>Oversees all activities and staff of the Directorate of Engineering and</p>	1	<p>Ability to:</p> <ul style="list-style-type: none">Plan and direct a large, complex water distribution system;Develop and implement appropriate procedures and controlsDevelop and implement goals, objectives, practices, policies and work standardsProvide administrative and professional leadership and direction for Engineering and Investment, and InfrastructureWork and Lead Project Management Unit (PMU) for large project, experience in quality control for various project specially for the Water Supply

	<p>Investment to support BTL E.P. short- and long-term strategic goals. The Director of Engineering and Investment is supervised and report to the President of Executive Committee Team, and works in partnership with other Directorate.</p>	<p>Sanitation</p> <ul style="list-style-type: none"> • Work with different donors (Grant and Loan Funding) and follow all the procedures and guidelines to ensure that two parties are follow • Build good relationship to the relevant ministries for the processing of the project documents and approvals • Understand, interpret, explain and apply BTL policy and procedures governing assigned areas of responsibilities • Understand business principles and practices • Present proposals and recommendations clearly and logically to the executives for report purposes • Prepare clear, concise and comprehensive correspondence, reports and other writing materials to executives • Effectively represent the department and BTL in meetings with governmental agencies, community groups, various development partners, professionals and regulatory organizations/ institutions • Use GIS and AutoCAD Software to review engineering designs • Communicate clearly and concisely, both verbal and writing, using appropriate English grammar and composition as well other working language such as Portuguese and Bahasa. <p><u>Experience:</u></p> <p>Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certification as outlined below:</p> <ul style="list-style-type: none"> • Experience as executive director, manager and/or senior-level engineer with a demonstrated record of achievement • At least 5 years of progressively responsible experience in project design, planning, management
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			<p>and track record of a large, complex water production and distribution system, designing of water supply and waste water infrastructures</p> <ul style="list-style-type: none">• Experience in budgeting processes and report writing to a large number of institutions• Relevant experience in budgeting process and producing reports to large number of institutions
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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

Bee Public Company of Timor-Leste (BTL, EP)

Position: Director of Engineering and Investment (DEI)

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 taking 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 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 **Director of Engineering and Investment (DEI)**.

Purpose of Director of Engineering and Investment Job:

The purpose of The Director of Engineering and Investment is to take the leadership in ensuring the readiness of future infrastructures projects (prepare DED, budget, resources, implementation modality) promoted by BTL E.P. Moreover, DEI also responsible for ensuring quality of ongoing projects (research, studies or infrastructure projects) through implementing projects according to Project Operation Manual (POM) or guideline. The DEI oversees all activities and staff of the departments under his/her supervision to support BTL E.P. short- and long-term strategic goals. The DEI is report to and supervised by the President of the Executive Committee Team, and works in partnership with other Directorate.

Oversees all activities and staff of the Directorate of Engineering and Investment to support BTL E.P. short- and long-term strategic goals. The Director of Engineering and Investment is supervised and report to the President of Executive Committee Team, and works in partnership with other Directorate.

Main Duties and Responsibilities of Director of Engineering and Investment (DEI)

The main responsibilities of the Director of Engineering and Investment are included, but not limited to:

1. Take the leadership in ensuring the readiness of future infrastructure projects (preparing DED, BoQ, and other necessary documents) promoted by BTL E.P.
2. Responsible for ensuring all ongoing projects implement according to project operational manual (POM) or guideline, and ensuring quality of all BTL E.P. projects (infrastructure, research and study projects)
3. Ensure all resources (financial, material, equipment) are available to support all activities and staffs of the Directorate of Engineering and Investment
4. Directing and managing DEI staffs, including ensure all staffs under DEI supervision perform up to standard
5. In collaboration with Directorate of Admin and Finance (HR), evaluate performance of each staff under DEI supervision
6. Ensure that all completed projects, in particular infrastructure projects, have As Build Drawing, and Operation and Maintenance (O&M) Manual/Guideline
7. Ensure that the Directorate of Engineering and Investment have annual work plan, budget plan and budget execution plan.
8. Ensure regular update on the progress of all projects of BTL E.P. (infrastructure, studies, research) to the Executive Committee.

9. Advice Executive Committee Team on projects implementation issues and solution.
10. Schedule DEI staff trip and work when needed
11. Responsible for making sure that all actions or activities carrying-out by departments under his/her supervision is in line with rules and regulation
12. Ensure that all staff of departments under his/her responsibilities carrying out their duties as described in their ToR
13. Monitor the day-to-day operation of Directorate of Engineering and Investment within the company's
14. Provide insightful information and expectations to Executive Committee's to aid in long-term and short-term decision making
15. In close coordination with relevant directorate, prepare documentations that are necessary for the smooth running of the company's activities
16. Perform other works related to Directorate of Engineering and Investment matters as indicated by the Internal Regulation and directed by the superior.

Required Skills, Qualifications and Ability of Director of Engineering and Investment (DEI):

The OMD should be someone that have the following criteria:

Ability to:

- Plan and direct a large, complex water distribution system;
- Develop and implement appropriate procedures and controls;
- Develop and implement goals, objectives, practices, policies and work standards;
- Provide administrative and professional leadership and direction for Engineering and Investment, and Infrastructure;
- Work and Lead Project Management Unit (PMU) for large project, experience in quality control for various project specially for the Water Supply Sanitation;
- Work with different donors (Grant and Loan Funding) and follow all the procedures and guidelines to ensure that two parties are follow;
- Build good relationship to the relevant ministries for the processing of the project documents and approvals;
- Understand, interpret, explain and apply BTL policy and procedures governing assigned areas of responsibilities;
- Understand business principles and practices;
- Present proposals and recommendations clearly and logically to the executives for report purposes;
- Prepare clear, concise and comprehensive correspondence, reports and other writing materials to executives;
- Effectively represent the department and BTL in meetings with governmental agencies, community groups, various development partners, professionals and regulatory organizations/ institutions;
- Use GIS and AutoCAD Software to review engineering designs;
- Communicate clearly and concisely, both verbal and writing, using appropriate English grammar and composition as well other working language such as Portuguese and Bahasa.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certification as outlined below:

- Experience as executive director, manager and/or senior-level engineer with a demonstrated record of achievement.
- At least 5 years of progressively responsible experience in project design, planning, management and track record of a large, complex water production and distribution system, designing of water supply and waste water infrastructures;
- Experience in budgeting processes and report writing to a large number of institutions;
- Relevant experience in budgeting process and producing reports to large number of institutions;

Education

- Have passion for engineering works with a Master Degree in Civil Engineering/Hydraulic Engineering or other related field.

Other soft skills

- Have high emotional intelligence;
- Strategic thinking to anticipate future consequences and trends to incorporate them into company's planning;
- Creative thinking;
- Solid communication both written and verbal;
- Public speaking skills;
- Superior attention to details;
- Good organizational skills;
- Good planning skills, research and analytical skills;
- Good problem solving and critical thinking;
- High integrity and honesty.