



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

Avenida 20 de Maio, Camoli, Dili, Timor-Leste Caixa Postal No. 164, Telp: 3313539

*Handwritten signature and date: 10/1/23*

## **VACANCY ANNOUNCEMENT (External and Internal recruitment)**

**Reference No: 0007/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 **Water Treatment Plant Operator Technician**.

### **B. POSITION REQUIRED – WATER TREATMENT PLANT OPERATOR TECHNICIAN**

<b>Position</b>	<b>Scope of work</b>	<b>No. of vacancy</b>	<b>Ability, qualification and experience</b>
<b>Water Treatment Plant Operator Technician</b>	<p><b>Purpose of WTP Operator Technician Job:</b></p> <p>The WTP Operator Technician will be responsible to oversee the treatment and distribution of freshwater, as it is pumped from wells, rivers, or reservoirs to water treatment plants. He/she will monitor and maintain the equipment and control the processes that treat water to make it safe to drink.</p> <p><b>Duties and Responsibilities of WTP Operator Technician:</b></p> <p>Under the direct supervision of the Manager of Environmental Quality Control Department and Operation and Maintenance Manager, the Water Treatment Plant Operator Technician will responsible for the following tasks:</p> <ul style="list-style-type: none"><li>• Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment.</li><li>• Check chemical levels and refill or replace containers;</li><li>• Check water levels and pump operations;</li></ul>	<b>2</b>	<p><b>Required Skills and Qualifications of WTP Operator Technician:</b></p> <p><b>Education:</b></p> <p>Minimum diploma ideally in chemistry science, biotechnology or microbiology science, biological science, Environmental science or other related discipline to the assignment. A Bachelor's degree from an accredited college or university with major course work in Environment, biology, chemistry, microbiology, or a related field is highly desirable.</p> <p><b>Experience:</b></p>

	<ul style="list-style-type: none"> <li>• Runs routine laboratory tests every 5 hours to determine proper chemical treatment;</li> <li>• Clean, sterilize, calibrate and maintain equipment and apparatus used in all tests and analysis.</li> <li>• Maintain plant records;</li> <li>• Observes and inspects plant quality of raw water and all plant equipment;</li> <li>• Regular coordination with Laboratory technician for the data record;</li> <li>• Maintains chemical feed pumps to ensure proper dosage of chemicals;</li> <li>• Backwash filters as required;</li> <li>• Well coordination with operator's coordinator in each zone for regular maintenance of the facilities (cleaning the tank and treatment facilities).</li> <li>• Will be responsible for keeping all buildings and work areas clean;</li> <li>• Will assist in minor maintenance on machinery and equipment;</li> <li>• Prepare daily reports on plant operations and controls;</li> <li>• Ability to move 25-50 kg bags and 15 kg buckets of chemical;</li> <li>• Employee will be subject to emergency call-outs as needed;</li> <li>• Must be available to work on any shift either day or night, the Water Treatment Plant is 24 hours a day, 7 days a week operation;</li> <li>• Performs routine grounds and building maintenance;</li> <li>• Must arrive at work on time and maintain a regular and reliable level of attendance.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum of two (2) years of professional level experience in laboratory analysis for Diploma and zero Experience for BSc.</li> <li>- Ability to operate a variety of laboratory equipment, including spectrophotometer, pH meters, Turbidity meter, colorimeter, Jar Test,</li> <li>- Ability to communicated effectively orally and in writing, in order to communicate complex, technical information to both technical and general audiences, including strong policy advice skills.</li> <li>- Ability to analyze laboratory testing results.</li> <li>- Ability to understand and follow oral and written instructions;</li> <li>- Ability to work without direct supervision;</li> <li>- Ability to attend and understand technical courses;</li> <li>- Ability to assume responsibility for complete operation of treatment plants;</li> <li>- Ability to detect problems in equipment operations.</li> </ul> <p><b>Language requirements:</b></p> <ul style="list-style-type: none"> <li>- Tetum language – excellent written and oral communication skills. In addition to excellent command of Tetum, proficiency in English, and Portuguese will be an advantage.</li> <li>- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.</li> <li>- Ability to write technical reports, business correspondence, and laboratory procedures.</li> <li>- Ability to effectively present information and respond to questions from customers, and the general public</li> </ul>
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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!!!***





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

Avenida 20 de Maio, Calcoã, Dili Timor-Leste Caixa Postal No. 194, Telex 3311539

## TERMS of REFERENCE

### Position Title: Water Treatment Plant Operator Technician

#### 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 1<sup>st</sup>, 2020, and promulgated by the President of the Republic in September 24<sup>th</sup>, 2020. As a result, the creation of the Public Company – Bee Timor Leste was created via Decree Law n. ° 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 recruits competent and skill-full people to joint and fill-in various position, including **Water Treatment Plant Operator Technician**.

**Purpose of WTP Operator Technician Job:**

The WTP Operator Technician will be responsible to oversee the treatment and distribution of freshwater, as it is pumped from wells, rivers, or reservoirs to water treatment plants. He/she will monitor and maintain the equipment and control the processes that treat water to make it safe to drink.

**Duties and Responsibilities of WTP Operator Technician:**

Under the direct supervision of the Manager of Environmental Quality Control Department and Operation and Maintenance Manager, the Water Treatment Plant Operator Technician will responsible for the following tasks:

- Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment.
- Check chemical levels and refill or replace containers;
- Check water levels and pump operations;
- Runs routine laboratory tests every 5 hours to determine proper chemical treatment;
- Clean, sterilize, calibrate and maintain equipment and apparatus used in all tests and analysis.
- Maintain plant records;
- Observes and inspects plant quality of raw water and all plant equipment;
- Regular coordination with Laboratory technician for the data record;
- Maintains chemical feed pumps to ensure proper dosage of chemicals;
- Backwash filters as required;
- Well coordination with operator's coordinator in each zone for regular maintenance of the facilities (cleaning the tank and treatment facilities).
- Will be responsible for keeping all buildings and work areas clean;
- Will assist in minor maintenance on machinery and equipment;
- Prepare daily reports on plant operations and controls;
- Ability to move 25-50 kg bags and 15 kg buckets of chemical;
- Employee will be subject to emergency call-outs as needed;
- Must be available to work on any shift either day or night, the Water Treatment Plant is 24 hours a day, 7 days a week operation;
- Performs routine grounds and building maintenance;
- Must arrive at work on time and maintain a regular and reliable level of attendance.

**Required Skills and Qualifications of WTP Operator Technician:****Education:**

Minimum diploma ideally in chemistry science, biotechnology or microbiology science, biological science, Environmental science or other related discipline to the assignment. A Bachelor's degree from an accredited college or university with major course work in Environment, biology, chemistry, microbiology, or a related field is highly desirable.

**Experience:**

- Minimum of two (2) years of professional level experience in laboratory analysis for Diploma and zero Experience for BSc.
- Ability to operate a variety of laboratory equipment, including spectrophotometer, pH meters, Turbidity meter, colorimeter, Jar Test,
- Ability to communicated effectively orally and in writing, in order to communicate complex, technical information to both technical and general audiences, including strong policy advice skills.
- Ability to analyze laboratory testing results.



- Ability to understand and follow oral and written instructions;
- Ability to work without direct supervision;
- Ability to attend and understand technical courses;
- Ability to assume responsibility for complete operation of treatment plants;
- Ability to detect problems in equipment operations.

**Language requirements:**

- Tetum language – excellent written and oral communication skills. In addition to excellent command of Tetum, proficiency in English, and Portuguese will be an advantage.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write technical reports, business correspondence, and laboratory procedures.
- Ability to effectively present information and respond to questions from customers, and the general public.

**Working Conditions (Environmental):**

**EXTREME COLD:** Must be able to withstand temperatures as low as 20 degrees for up to an hour at one time.

**EXTREME HEAT:** Must be able to withstand extremely high temperatures for up to four hours at a time.

**WORKING OUTDOORS:** Must be able to work outdoors in all types of weather conditions, day or night.

**CONFINE SPACES:** Works in confined spaces.

**ODORS/CHEMICALS:** Some exposure to mechanical, electrical, explosive, fume, odor, dust chemical, and toxic waste hazards, using proper safety precautions. **SAFETY:** Uses good judgement to work safely and use equipment property.