



**REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE**  
**AGÊNCIA DE DESENVOLVIMENTO NACIONAL (ADN)**  
**GABINETE DO PRIMÉIRO MINISTRO**

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**TERMS OF REFERENCE**

Position	: HR Coordinator of ADN
Level/Type of contract	: National Advisor
Field of Work	: Administration and Management
Contract Duration	: 6 months with possibility of extension
Duty Station	: <i>Agência de Desenvolvimento Nacional</i> (ADN)

**Background:**

The National Development Agency or ADN (Tetun Acronym) has been established based on the Decree Law No. 11/2011 that has been approved by the Council of Ministers. The fundamental objective of ADN is to ensure that state budget that is spent on civil construction projects in Timor-Leste is being implemented with superb quality and based on a sound cost-benefit analysis and reasonable Bill of Quantity (BoQ). According to the above mentioned Decree Law, the tasks of ADN are described as follows:

1. Evaluate the merit and feasibility of all projects under Development Fund
2. Supervise, Monitor and certify all projects under Development Fund in coordination with the relevant ministries under which the projects are being undertaken.
3. Manage all the projects with the total amount of up to five hundred thousand thousand dollars (5000,000 USD) in District Development Program II (PDD II)
4. Provide support to the implementation of *Suco* Millennium Development Goals (MDG *SUCO*)

Since this agency was created based on the legal mandate of the Decree Law, ADN is seeking to recruit an HR Coordinator to support the establishment of the agency and help draft the internal procedures and management of the agency related to staff recruitment and staff welfare. The HR Coordinator will specifically carry out the following functions and responsibilities:

1. Draft policies, process and procedures for staff recruitment, staff promotion, sanctions and all components related to human resources management

2. Coordinate recruitment of new staff and ensure the equal distribution of job of all staff
3. Draft relevant official communications with the relevant stakeholders of ADN
4. Monitor and evaluate staff performance and recommend changes to staffing profile of ADN is there is a necessity.
5. Provide assistance in the area of communication and correspondence either verbal or written with all relevant partners of ADN specially the concerned ministries such as Ministry of Finance and Ministry of Infrastructure.
6. Assist in drafting the concept papers, procedures and relevant policies for further strengthening of the day-to-day functions and management of ADN
7. Assist in establishment of the ADN branches in both regional and district level
8. Liaise with bilateral agencies for the training and capacity development of ADN staff
9. Assist in writing briefing notes about the human resources profiles of ADN
10. Maintain and update a comprehensive data base of staff profiles
11. Any other tasks as may be required by ADN

**Qualifications:**

1. Timorese Citizen (men and women)
2. At least complete university degree in management or any relevant field
3. Possess at least 5 to 7 years of relevant professional experiences in management with NGO, government agencies or international organizations
4. Able to speak and write well in Tetun, English, Bahasa Indonesia and basic Portuguese
5. Posses computer skills
6. Physically fit to travel to any districts of Timor-Leste

Please submit the following documents:

1. Curriculum Vitae
2. Other documents as may be requested by ADN

Submission should be addressed to:

Mr. Samuel Marçal and/or Tomas Magno  
Agência Desenvolvimento Nacional  
Palacio do Governo  
Dili, Timor-Leste  
Mobile: 7230351 and or 3310 289  
Email: [tcarmo@adn.gov.tl](mailto:tcarmo@adn.gov.tl)