

STANDARD VACANCY FORMAT

Post Title: SENIOR MANAGEMENT ADVISER TO THE DIRECTOR OF THE SECRETARIAT (S-G) OF THE NATIONAL PARLIAMENT OF TIMOR-LESTE

Post Level: A-4 at equivalent level of P4 (6-months probationary contract on SSA will be converted, subject to performance evaluation, to a one year ALD contract with possibility of extension)

Post Number:

Duty Station: DILI, EAST TIMOR

Bureau/Office: RBAP

Focal Point: Diana Lina Bernardo (diana.bernardo@undp.org)

Advertised on:

Application Deadline : April 30, 2006

Expected start date : June 01, 2006

Background

Timor-Leste became independent in 2002. A democratic semi-presidential governance system based upon the separation of powers and mutual cooperation of the institutions of state was developed.

The National Parliament is the cornerstone of the democratic system and good governance. It is currently comprised of 88 members. It is headed by the President of the National Parliament. 12 political parties are constituted in party benches. Detailed parliamentary scrutiny of legislation and government actions is delegated to 7 standing committees of multi-party composition. The parliamentarians are supported in their work by a Secretariat of approximately 40 staff which is headed by a Director (Secretary General). The Secretariat is divided into several functional departments, which assume responsibility for work in the general areas of Finance and Administration, Plenary support, Committee support, and Communications functions.

The National Parliament was established from scratch in a setting of inexperienced parliamentarians; an acute shortage of skilled personnel and significant language barriers. Achievements are not yet consolidated and many challenges can only be defeated with long-term assistance. UNDP has supported the growth of the legislature since 2003. A revised Parliament Project 2006-09 has been approved. A new set of comprehensive capacity-development interventions will be implemented in five strategic areas: oversight capacity; legislative support; democratic representation; gender mainstreaming and; Secretariat capacity building. The overall objective of the project is to develop the institutional capacities that allow the parliament to fully and effectively perform its constitutional mandate.

Job Summary

Under the supervision of the Chief Technical Adviser and in consultation with other project staff and UNDP Timor-Leste management, the Senior Adviser to the Director of the Secretariat is

responsible for advising and assisting the Director in *all aspects* of his duties. The Senior Adviser will model effective Secretariat management and organizational development techniques. Also, s/he will ensure the implementation of the modernization plans for National Parliament to be developed by the Modernization Committee in conjunction with the Parliament Project and approved by the decision-making instances of the National Parliament.

Specific duties include:

Under the supervision of the Chief Technical Adviser, the Management Adviser will undertake the following duties:

1. Review the operations of the Secretariat of the National Parliament of Timor Leste, and make recommendations to the Director of the Secretariat, and to the Speaker, as appropriate, for improvements to, and reorganization of, existing methods and practices;
2. Support the Director in the day-to-day management of the Secretariat;
3. Assist the Director with the effective operation of the institution's budgetary process;
4. Work with the Director of the Secretariat to ensure the application of the Organic Law of the National Parliament and Code of Conduct applicable to the staff of the Secretariat, including:
 - In conjunction with the Parliamentary Human Resource Adviser, conducting workshops and awareness sessions in relation to the Organic Law and the Code;
 - Recommending to the Director of the Secretariat improvements to the existing Organic Law and Code of Conduct; and
 - Assisting the Director of the Secretariat in conducting inquiries and counseling sessions in relation to any alleged breaches of the Code of Conduct;
5. In conjunction with the Parliamentary Human Resource Adviser:
 - Organize workshops and training sessions on matters relating to administration/management as well as on specific parliamentary matters;
 - Explore the possibility of staff undertaking professional development activities in addition to their duties directly related to their work.
 - Organise improved budget training including analysis of current and proposed budgetary allocations for parliamentary services and operations and medium to long-term requirements for the operations of the National Parliament.
6. In conjunction with the CTA, monitoring and coordination of the activities of all international staff supporting the Secretariat; and
7. In general, advise the Director of the Secretariat on best management practice, and ways to ensure that national staff can provide effective administrative and technical support to National Parliament deputies and bodies.
8. Ensure the effective functioning of the Parliamentary Modernization Committee.

Competencies (Essential knowledge and experience):

1. Demonstrated successful experience leading organizational change processes
2. Demonstrated ability to lead processes to design and implement complex management systems

3. Understanding of computerized information systems and ability to ensure their implementation
4. Knowledge of various tools for efficient and accountable financial and budgetary control
5. Exceptional interpersonal and communication skills and ability to motivate people
6. Successful experience in staff development preferably in a developing country environment
7. Proficient in the use of appropriate computer and electronic software and hardware
8. Cross-cultural management experience and sensitivity
9. Ability to work effectively under pressure and in a highly political environment
10. Demonstrated ability to motivate people and work in a team
11. Experience working in developing country environment highly desirable
12. Previous experience working with UNDP or other United Nations projects preferred
13. Demonstrated knowledge of the organization and functioning of legislative institutions is an advantage
14. Successful completion of an intensive Tetum course upon arrival is required to continue holding the position.

Qualifications:

1. Master's degree in management, public administration, organizational development or related field
2. Minimum seven years experience in senior public sector management and complex institutions, preferably in a national parliament
3. Fluent in Portuguese and working knowledge of English both spoken and written
4. Tetum desirable, preparedness to learn Tetum essential