



**TERMS OF REFERENCE  
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Position title	Geographic Information System Expert (GIS Expert)
Division	Major Project Secretariat of the Infrastructure Fund, Ministry of Planning and Strategic Investment (MPS-IF)
Location	Dili
Number vacancy	One (1)
Reference number	RDTL/SGP/FI/I/2025-05
Duration	1 Year Contract (12 month, including 3 Months' Probation Period)
Reports to	Coordinator of Planning and Evaluation
Application deadline	February 24, 2025
Application process	Applicants should send a CV and cover letter via email to <a href="mailto:sgpinfo@sgp.tl">sgpinfo@sgp.tl</a> or <a href="mailto:asoares@sgp.tl">asoares@sgp.tl</a>

**I. BACKGROUND**

The Government of Timor-Leste established the Infrastructure Fund in 2011 to finance major projects identified by the relevant Line Ministries responsible for planning, implementation and management. The Major Project Secretariat (MPS) provides technical and administrative support services to the Council of Administration of the Infrastructure Fund (CAFI) under the guidance of the Ministry of Planning and Strategic Investment (MPIE).

In September 2024 the Council for Administration of the Infrastructure Fund (CAFI) approved the Deliberation regarding establishment of the Study Team under the Integrated Planning Unit (UPI-MPIE) and Major Projects Secretariat (MPS-IF). The Study Team will provide centralized support for preparation of the Feasibility Study for new infrastructure projects financed by the Infrastructure Fund. The scope of support by the Study Team is to develop Project Concept and ToR, conduct preliminary study (Pre-FS); provide technical support in preparation of the new infrastructure projects according to the Sector Plans, Master Plans, Strategic Development Programs; conduct field assessment and data collection; etc. Therefore, *GIS & IT Expert* is expected to join the Study Team for database development, project data collection, geospatial analysis, and utilization of GIS tools.

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## II. OBJECTIVES

The *GIS Expert* will assist MPS in developing project database and geo-spatial system of the Infrastructure Fund Portfolio. Project database utilizing GIS will become an integral part of the project identification and distribution, implementation, progress monitoring, and geo-spatial planning and analysis for Feasibility Study (FS).

The *GIS Expert* will cooperate with the relevant Line Ministries, National Development Agency (ADN), National Procurement Commission (NPC), TIC Timor, Ministry of Transport & Communications on projects funded through IF.

## III. DUTIES/RESPONSABILITIES

The *GIS Expert* shall undertake the following tasks:

- Assist in detailed and comprehensive project analysis particularly in respect to technical feasibility and project implementation aspects, and providing mapping services for land development, transportation, water resource analysis, suitability analysis, etc.);
- Coordinate with the relevant agencies, directorates, and institutions for ensure the process of project data collection and spatial information for projects funded through IF;
- Assist in *Geospatial Analysis* in performing spatial analysis for various relevant infrastructure projects in relation to project appraisal, evaluation, feasibility study, and other relevant project planning;
- Participate in assessment and review of the major projects for their technical feasibility;
- Assist in data collection and analysis for post-construction performance monitoring of samples of completed major projects (fiber-optic, etc.);
- Liaise with the project stakeholders through the working groups and meetings to ensure ownership and participation in the project implementation process;
- Prepare contributions to quarterly and annual IF status reports, project appraisal reports and other reports for CAFI;
- Participate in the preparation of IF budget book, budget discussion and provide technical input or support as per requirement;
- Perform other related duties as required by the Director of MPS, and FS Coordinator.

## IV. OUTPUTS

- Development of GIS database (collecting, formatting, digitizing the data, metadata) to support future IF project planning from the existing data (existing projects that are already implemented);



- Management of the GIS database (Project information updates in terms of financial and physical progress);
- Contributions to IF status reports and appraisal reports, etc. project progress maps prepared and submitted.

## V. QUALIFICATIONS AND EXPERIENCE

Required qualification for the position:

- University degree in Cartography and/or Geography or other relevant area with strong skills and experiences in the operation of GIS program;
- Experience with IT infrastructure and Database development;
- Familiar with ESRI software product (ArcGIS) and demonstrate skills in using GIS;
- Excellent advanced computer skills (Quantum GIS, ArcGIS, etc.);
- Knowledge of the Spatial Data Infrastructure Framework (SDI);
- Working experience with the infrastructure projects; and relevant professional experiences in performing similar tasks for database development and mapping;
- Ready to work with other international/national staff with multi-cultural environment;
- Excellent English language skills both speaking and writing (ability to speak and write in Portuguese will be an advantage).

### Selection & evaluation criteria

No.	Selection & evaluation criteria for the candidate	Requirements
1	<b>University Degree</b> in Cartography and/or Geography or similar area	Bachelor or Master's
2	Working experience with the <b>infrastructure projects</b>	Minimum 3 years
3	<b>Advanced computer skills</b> with mapping software (ESRI products, ArcGIS, Quantum GIS, etc.);	Minimum 2 years
4	Relevant professional experiences in performing similar tasks for <b>database development and mapping</b>	Minimum 1 year
5	<b>Strong writing skills</b> (written test will be conducted during pre-selection)	English/ Portuguese

### Notes

- MPS is an equal opportunity employer committed to a diverse workplace. Women are strongly encouraged to apply;
- Only successful candidates will be contacted for the interview.

