

9 November, 2018

## **TERMS OF REFERENCE**

<b>Job Title:</b>	<b>Legal or Jurisdiction Officer</b>
<b>Objective:</b>	Provide support to the CEO/Executive Director and to the Senior Supervisor of the Service for Registration and Verification of Entrepreneurs, Public Institute (SERVE, I.P.) on legal matters and processes related to business registration and licensing.
<b>Reporting to:</b>	Senior Supervisor and/or Executive Director
<b>Classification:</b>	C3 – Specialized Professionals and/or C2 – Specialized Technical Staff
<b>Position(s):</b>	1
<b>Location:</b>	Rua de Balide, Balide, Vera Cruz, Díli, Timor-Leste

### **I. SELECTION CRITERIA**

#### ***Essential:***

- Master Degree and/or relevant experience in law.
- At least 3 years of proven experience as legal adviser preferably in Public Administration System and public sector.
- Demonstrated working knowledge and experience in all stages of the public attendance life cycle.
- Comprehensive knowledge and understanding in Business Registration and legal matters and requirements as required for the business registration contained in the Law / New Law of Commercial Act N.º 10/2017, 17 May, Decree-Law of SERVE, I.P. N.º 7/2017, 22 March & 16/2017, 17 May and other Laws and Decree-Laws related to business registration and business licensing.
- Proven experience in attending the public in business registration climate.
- Be committed and motivated to the delivery of high quality public services to SERVE, I.P. clients and staff.
- Fluency in Tetum, Portuguese and English and Portuguese legal terminology.
- Good interpersonal skills, ability to work in a consultative and collaborative manner.

- Ability to work in a team and under pressure.
- Ability to plan and establish priorities and to deliver timely results.

***Desirable:***

- An understanding of Timor-Leste's (GoTL) Companies Act, Business Registration, Licensing and Tax legislation, Notary procedures.
- Comprehensive knowledge and understanding of Business Registration and Licensing and Tax Legislation.
- Knowledge of SERVE, I.P. operations.
- Be committed and motivated to delivery of high quality public services to the private sector.
- Demonstrated ability to collect and analyse data, compile accurate information, and prepare accurate reports and recommendations.
- Demonstrated understanding of the added value of effective teamwork and customer service.
- Ability to work in a team and under pressure.
- Ability to communicate effectively in Tétum and in English.

## **II. Scope of Work**

Under the direct supervision of the Senior Supervisor, the Legal Adviser will be responsible to:

<b>RESPONSIBILITY</b>	<b>PERFORMANCE INDICATOR</b>
<b>1. Prepare written legal opinion on issues related to Business Registration and Licensing and support the Senior Supervisor and the Executive Director in their daily work and interaction with clients when required legal explanations and actions</b>	<ul style="list-style-type: none"> <li>• Written legal opinion/s are accurate and timely</li> <li>• Level of legal support provided to Senior Supervisor and SERVE, I.P. Executive Director in their daily work and when interacting with clients.</li> <li>• All legal opinions are archived and easy to access.</li> </ul>
<b>2. Prepare and conduct regular training to SERVE, I.P. staff and information sessions to clients regarding:</b>	<ul style="list-style-type: none"> <li>• At least 6 trainings per year are delivered to: <ul style="list-style-type: none"> <li>- SERVE, I.P. Staff</li> </ul> </li> </ul>



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<ul style="list-style-type: none"><li>- <b>business registration</b></li><li>- <b>licensing procedures</b></li><li>- <b>new legislation &amp; procedures</b></li><li>- <b>and other relevant areas.</b></li></ul>	<ul style="list-style-type: none"><li>- SERVE, I.P. clients.</li><li>• Training/information session calendar developed &amp; approved.</li><li>• Level of participant satisfaction with training/information</li></ul>
3. Support SERVE, I.P.'s front and back office staff to Review documents submitted for registration at SERVE, I.P.	<ul style="list-style-type: none"><li>• Level of support provided to SERVE, I.P. front and back office staff</li><li>• All documents submitted for registration are certified and in compliance with the relevant legislation (90% standard).</li></ul>
4. Establish SERVE, I.P. Legal Library (hard and soft copy as required) to ensure all legislation, legal opinion and articles related to SERVE, I.P. business registration and licensing are compiled and organized in a dedicated file, which should be easily accessible by SERVE, I.P. staff.	<ul style="list-style-type: none"><li>• <b>Compliance with SERVE, I.P. file and record keeping procedures</b></li><li>• <b>Ease of locating and accessing legal documents, opinions and files by all SERVE, I.P. staff.</b></li></ul>
5. Contribute to building a SERVE, I.P. team ethos and have a high level of personal accountability	<ul style="list-style-type: none"><li>• Keeps clear, detailed records of activities.</li><li>• Can be relied upon to be at work and on time in accordance with assigned responsibilities.</li></ul>
6. Be a role model for, and have a good knowledge and understanding of the elements in the Civil Service Code of Conduct and comply with it at all times	<ul style="list-style-type: none"><li>• Effectiveness as a role model.</li><li>• Level of compliance with elements of Code of Conduct</li></ul>
7. Perform other duties and reporting as assigned.	<ul style="list-style-type: none"><li>• Level of responsiveness to requests/direction</li></ul>

### III. Key Deliverables

- In accordance with Performance Indicators as listed above.
- Within four weeks of commencement of the assignment, develop a Work Plan that is consistent with the relevant activities and performance indicators, for approval by the SERVE, I.P. Executive Director.
- Quarterly Progress Reports to the SERVE, I.P. Executive Director.
- End of Assignment Report to the SERVE, I.P. Executive Director no later than ten (10) working days before the end of the current contract.
- All due and extraordinary reports are submitted to SERVE, I.P. Executive Director.
- Within four (4) weeks developed an Assignment Work Plan (AWP) that is consistent with relevant activities and performance indicators of the Ministry's five (5) years plan and Unit KPIs.
- Quarterly progress report against the agreed Work Plan submitted to the Executive Director and/or Senior Supervisor through the Procurement Unit; and

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- Provide an End-of-Assignment report to the Executive Director and/or Senior Supervisor through the Procurement Unit, no later than 10 working days prior to the end of contract.

#### **IV. PERFORMANCE EVALUATION**

The performance of the Legal or Jurisdiction Officer will be appraised and evaluated by the Executive Director and/or Senior Supervisor, using the Performance Appraisal System put in place and monitored by the Executive Director and/or Senior Supervisor, SERVE, I.P. This process will include a probation review within two (2) months of the commencement of the contract, regular reporting, ongoing workplace communications and annual performance appraisal. Performance Indicators are in place for all areas within SERVE, I.P. and the incumbent's work will be contributing to the achievement of the priorities as set out in their ToR and in the SERVE, I.P.'s Five Year(s) Plan.

**RESPONSE TO THE SELECTION CRITERIA / RESPOSTA BA KRITÉRIU**  
**SELESAUN NIAN**

For the Post of Administrative Support Services (ASS) as: **Legal Adviser / Ba Postu Serbisu sira Suporte Administrativu nian (SSA) nu'udár: Asesór Legál.**

Please provide your responses concisely and succinctly to the selection criteria are listed below and address to / *Halo favór fornese ita bo'ot sira nia resposta sira ne'ebé badak maibé, loós, lójiku no refletivu ho kritériu selesaun sira ne'ebé mak hakerek iha kraik ne'e no haruka ba:*

**Mr. / Sr. FLORÊNCIO DA CONCEIÇÃO SANCHES**  
Executive Director of SERVE, I.P. / *Diretór Ezekutivu ba SERVE, I.P.*  
**SERVIÇO DE REGISTO E VERIFICAÇÃO EMPRESARIAL, INSTITUTO PÚBLICO (SERVE, I.P.) / SERBISU BA REJISTU NO VERIFIKASAUN EMPREZARIÁL, INSTITUTU PÚBLIKU (SERVE, I.P.)**  
Rua de Balide, Balide, Vera Cruz, Díli, Timor-Leste

The Selection Criteria are / *Kritériu Selesaun sira mak:*

No./ Nu.	Requirements/ <i>Rekezitu sira</i>	Responses / <i>Resposta sira</i>	Remarks/ <i>Explikasaun</i>
1	<b>Degree in Legal, Business Registration, Notary Public, Administration, Public Development Studies or related areas</b> <i>/ Diploma iha Área Legál Rejistu Komersiál, Notáriu Públiku, Estudu Dezenvolvimentu Públiku, ka area sira ne'ebé mak iha relasaun</i>		
2	<b>Be committed and motivated to delivery of high quality of public services to the private sector</b> <i>/ Kompromete aan no motivadu hodi hala'o serbisu sira ba públiku ho qualidade ida ne'ebé aas ba diak setór privadu nian</i>		



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3	<p><b>Good oral and written communication skills in at least of 3 of the following languages: Portuguese, Tétum, English, and Indonesian</b></p> <p><i>/ Abilidade komunikasaun ne'ebé diak iha koalia no hakerek ne'ebé kuran liu lian/dalen oin tolu (3) husi lian/dalen hanesan tuir mai ne'e: Purtugés, Tétum, Inglés no Indonézia</i></p>		
4	<p><b>Ability to work in a team and under pressure</b></p> <p><i>/ Abilidade hodi iha ekipa no ho presaun</i></p>		
5	<p><b>Highly capable to overseeing the good management and proper procedures in Business Registration Process, Issuance of Business License, Public Services, Issuance of Business Registration Certificates as well as Business Documents</b></p> <p><i>/ Kapável tebes atu hare'e ka tau matan jestaun diak no prosedimentu loloós iha Prosesu Rejistu Komersial, Emisaun Lisensa Komersial, Prosesu ba Atendimentu ba Públiku, Emisaun Sertidaun no Sertifikadu Rejistu Komersial nune'e mós Dokumentu Komersial sira</i></p>		
6	<p><b>Excellent Understanding in</b></p>		



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	<p><b>Economic Activities ruled under the ISIC Code adopted by Timor-Leste Government</b> <i>/ Iha koñesimentu ne'ebé exselente kona-bá</i> <i>Atividade Ekonómika sira ne'ebé regula husi Kódigu/Padraun PIKI (ISIC) ne'ebé adopta husi Timor-Leste</i></p>		
7	<p><b>Able to provide training related to SERVE, I.P.'s process</b> / <i>Bele ka konsege atu fornese treinamentu ka formasaun ne'ebé mak relasiona ho prosesu ka serbisu sira SERVE, I.P. nian</i></p>		
8	<p><b>An understanding of Timor-Leste's (GoTL) Companies Act, Business Registration and Licensing, Tax Legislation, as well as SERVE, I.P. operations</b> <i>/ Koñesimentu kona-bá Lei ba Sociedade Komersial Timor-Leste nian, Rejistu Komersial, Lei Taxa ka Impostu nian (Lei Tributária), nune'e mós hatene kona-bá Operasaun SERVE, I.P. nian</i></p>		

Please insert the date, your name and signature below here / *Halo favór insere ka koloka loron, ita bo'ot nia naran no asinatura iha kraik ne'e.*