



Gabinete das Fronteiras Marítimas
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RECRUITMENT PLAN

01 March 2019



Conselho para a
Delimitação Definitiva
das Fronteiras
Marítimas

1. OBJECTIVES

The Council for the Definitive Delimitation of Maritime Boundaries (**Council**) is an Autonomous Government Agency established under Decree Law N.º 09/2016 of 16 March. The Council is responsible for realising the national priority of securing Timor-Leste's permanent maritime boundaries.

The Council is seeking to fill a number of vacancies for national positions across the organisation, for proposed commencement in 2019. The right candidates will have a good work ethic and a 'can-do' attitude. In exchange, the Council offers professional mentoring, training opportunities and opportunities for career development.

2. POSITION

The Council will conduct recruitment for the position of Driver and Logistic assistant. The selected individual will play a critical role in assisting the Council with a professional and cost-effective manner to provide a quality services on transportation.

His/her tasks will include:

- The Driver and Logistic Officer will provide transport and logistical services to the Chief Executive Officer and staff of the MBO.
- The Driver and Logistic Officer will assist the other official Driver to operate all MBO transport including maintaining vehicle upkeep and cleanliness.

Requirements:

- Minimum secondary school qualification
- Valid Timor-Leste drivers' license, with no outstanding traffic infringements
- 1-2 years of work experience in a similar field

General Assistance

- Responding to any other Operations queries referred by the Operations Manager, - or the Chief Executive Officer.
- Any other duties as requested by the Chief Executive Officer or the Operations Manager

3. TERMS OF ENGAGEMENT

The successful candidate will be engaged on a fixed-term contract of up to 8 Months (May-December 2019), with the possibility of extension. Salary will be based on skills and experience, up to a maximum amount of USD250 net per month.

4. SELECTION PANEL

The proposed selection panel is as follows:

1. Helena Araujo, Operations Manager
2. Artur Quintao, Procurement Officer
3. Jose Flora Pereira, Finance Officer
4. Carlos Carreira, Operations Adviser
5. Saozinha Amaral

5. RECRUITMENT SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
April 2018				
08	09 Advertise →	10	11	12
15	16	17 ← Applications Close	18 Selection Meeting - Shortlist Applicants Panel	19
22 Phone call - for the interview	23	24 Interviews	25 Final evaluation	26 Recommendation to CEO
29 Phone call - for the successful applicant	30 Induction & sign the contract	01 Commencement	02	03
06	07	08	09	10

PREPARED BY

Helena Araujo
Operations Manager
Date:

APPROVED BY

Elizabeth Exposto
Chief Executive Officer
Date:

ACKNOWLEDGED BY
Selection Committee Members:

Helena Araujo
Operations Manager
Date:

Jose Flora Pereira
Finance and Accounting
Officer
Date:

Carlos Carreira
Operations Adviser
Date:

Arthur Quintão
Procurement Officer
Date:

Saozinha Amaral
Executive officer
Date: