



**TERMS OF REFERENCE
(TOR)**

Position title	Technical Assistant Database System
Division	Major Project Secretariat of the Infrastructure Fund, Ministry of Planning and Strategic Investment (MPS-IF)
Category	A1/1 - Specialized Technician (Basic)
Location	Dili
Number vacancy	One (1)
Reference number	RD TL/SGP/FI/VII/2026-06
Contract type	Fixed Term
Duration	One-year (1) possibility of extension depends on the assessment and institutional needs.
Probation period	Three (3) months
Reports to	Coordinator, Directorate of Administration
Application deadline	July 17, 2026 at 17:00 Timor-Leste time
Application process	Applicants must submit a Curriculum Vitae (CV), cover letter, and relevant academic certificates related to the field via email sgpinfo@sgp.tl or asoares@sgp.tl

I.BACKGROUND

The Government of Timor-Leste established the Infrastructure Fund in 2011 to support implementation of the Strategic Development Plan of Timor-Leste for 2011-2030. The regulation of IF and Major Projects Secretariat (MPS) established by Decree-Law № 13/2016 of 18 May with the amendment by Decree-Law № 21/2025 of 29 July. MPS provides technical and administrative support to the Council for Administration of the Fund (CAFI), and managing daily operations. MPS is under supervision of the Minister of Planning and Strategic Investments (MPIE) who is the President of CAFI. Currently, the IF Portfolio covers 30 programs for agriculture, roads and bridges, ports, airports, electricity, telecommunications, water and sanitation, petroleum, national security and defence, education, and other strategic sectors



The IT Assistant (Database Support) shall provide technical and administrative support to the Infrastructure Fund (IF) payment processing system, ensuring accurate data entry, monitoring of transactions, and effective coordination with stakeholders involved in payment procedures.

II.OBJECTIVES

The objective of this position is to support the effective management of the Infrastructure Fund (IF) payment processing system by ensuring accurate data entry, reliable payment tracking, and efficient coordination between stakeholders involved in financial and project payment processes.

III. DUTIES/RESPONSABILITIES

The Information Systems and Payment Tracking Assistant shall undertake the following duties and responsibilities:

- Receive and attend to Infrastructure Fund (IF) payment requests submitted to the MPS office;
- Assist companies, contractors, and project owners in following up their payment processes and related inquiries;
- Input IF and Loan payment requests into the IF Monitoring System accurately and in a timely manner;
- Support the organization and management of physical and digital payment-related documents;
- Monitor payment processing status and ensure all records are properly updated in the system;
- Verify that all payment data is correctly entered, including amounts, references, and due dates;
- Provide front desk support for IF payment-related inquiries and explain payment procedures to stakeholders;
- Communicate with vendors, partners, and internal units regarding payment status or issues requiring clarification;
- Assist in tracking incoming and outgoing payments through the payment monitoring system;
- Support the preparation of basic payment reports and summaries when required;
- Collaborate with the IT team to ensure system functionality, updates, and improvements;
- Identify and report data discrepancies or system issues for correction and follow-up;
- Perform any other related duties as assigned by the supervisor.



IV. OUTPUTS

The IT Assistant – Database Support is expected to produce the following outputs:

- All Infrastructure Fund (IF) and Loan payment requests are accurately entered and recorded in the IF Monitoring System;
- Up-to-date and reliable payment tracking information is consistently maintained in the system;
- All IF and Loan payment follow-up cases are properly documented, tracked, and updated;
- Timely responses and explanations are provided to stakeholders regarding IF payment processes at the front desk;
- Regularly updated records ensuring transparency, accuracy, and traceability of payment transactions;
- Payment-related reports and summaries are prepared as required by the supervisor;
- Improved organization and accessibility of both physical and digital payment documentation;
- Effective coordination with internal units and stakeholders to support smooth payment processing operations.

V. QUALIFICATIONS AND EXPERIENCE

A. Qualification:

Bachelor's degree in Information Technology, Computer Science, Information Systems, Software Engineering, or a related field;

B. Relevant Experience:

- Minimum of 3 years of relevant experience in IT support, database management, or information systems administration;
- Experience in data entry, data validation, and system monitoring, preferably in public institutions, donor-funded projects, or infrastructure-related programs;
- Experience working with payment tracking systems, financial databases, or project management systems is an advantage;
- Proven experience in providing technical and user support in system-based



C. Professional Skills:

- Good knowledge of database management systems and data processing tools (e.g. MS Excel, SQL, or similar platforms);
- Ability to ensure accuracy in data entry, processing, and reporting;
- Understanding of payment systems or financial tracking systems is an advantage;
- Basic troubleshooting skills for IT systems and user support. Strong language skills.
- Fluency in English, both oral and written (written test will be conducted during the pre-selection for recruitment);

Selection & evaluation criteria

	Selection & evaluation criteria for the candidate	Requirements
1.	Academic Qualifications	Bachelor's degree in Information Technology, Computer Science, Information Systems, Software Engineering, or related field. Diploma may be considered with relevant experience
2.	Relevant Professional Experience	Minimum 3 years of experience in IT support, database management, data entry, or information systems administration. Experience in public institutions or donor-funded projects is an advantage.
3.	Technical Skills and Competencies	Strong knowledge of database systems, data entry accuracy, system monitoring, MS Excel or similar tools, and basic IT troubleshooting skills.
4.	Understanding of Payment/Financial Systems	Experience or knowledge in payment tracking systems, financial data processing, or project financial management systems is an advantage.
5.	Communication and Coordination Skills	Ability to communicate effectively with internal teams, contractors, and stakeholders; good coordination and reporting skills in a multi-stakeholder environment
6.	Strong Writing Skills (Written Test)	English writing skills will be assessed through a written test during the pre-selection phase, focusing on clarity, structure, and professional communication



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.**