



TRIBUNAL DE RECURSO

Terms of Reference (TOR)

No. 29 /TR/IV/2022

Type of Contract	Individual Contract
Title	Programmer Development & Network System Administrator Specialist
Project	Ensures Functioning Programmer Development and System Administrator at the Court of Appeal
Duration	1 (one year) (extendable upon performance)
Supervisor(s)	Timor-Leste Court of Appeal
Duty Station	Timor-Leste Court of Appeal
Salary	US\$ 6500.00/month (Six thousands and five hundred dollars)

1. Background

Court of Appeal is a sovereign body in Timor-Leste. Juridically this organ exercises its functions to guarantee uniform law application in the National Territory of Timor-Leste, with its competences to administer justice, election and uphold the constitution.

Pursuant to Decree-Law No 34/2012 of 18 June, as amended by Decree-Law No 11/2016 of 11 May, on the Organization of Courts Support Services and in the use of the powers provided for article 37 no.1 al) b. of Law 25/2022, December 2nd Law on Judicial Organization determines and announces the recruitment of a specialist Information Technology technician (IT), through a curricular contest.

Number of tasks aimed at optimizing and improving efficiency of ICT systems have been identified in Court of Appeal. Efficiency in ICT infrastructure will additionally improve user experience and subsequently lead to high productivity.

Due to the lack of resources in this developing country, therefore, the Court of Appeal of Timor-Leste now are seeking a **Programmer Development & Network System Administrator Specialist** (ICT specialist) to assist the Court of Timor-Leste in terms of the Information Communication & Technology.



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1. Objective of the assignment

Implementation of ICT strategies and introduction of new technologies

2. Duty Station

The employee will be stationed at Court of Appeal of Timor-Leste with extensive travel to District Courts.

3. Duration

The estimated duration of appointment will be 1 (one year) (extendable upon performance) beginning from the effective date of the contract.

4. Task and duties/Deliverables

The ICT Specialist will work under the direct supervision of the General Director of Court of Appeals with the following task:

- Implementation of ICT strategies and introduction/implementation of new technologies, system design development and maintenance;
- Ensure secure, reliable and effective telecommunication facilities including emergency settings;
- Provide advisory to safeguard and protect Court of Appeals and District courts goal/s;
- Manage Hardware and software packages and efficient networks administration;
- ICT infrastructure budgeting, procurement and quality assessment;
- Facilitation of knowledge building and knowledge sharing;
- Update and maintain the IT/communication system of Court of Appeals and District Courts;
- Webpage development, update and maintain the developed website, web/Mobile applications;
- Maintain Data Center, management of Application Servers, ensure data security;
- Network and Internet connectivity optimization, central management, bandwidth monitoring, etc;
- Advise IT staff related on IT issues;
- Undertake trouble shooting of the IT system;
- Secure services of the external IT service providers;
- Installing and configuring Virtual Machine (VMWare)
- Maintain all sort of communication with all the IT based service providers of Courts
- Report to General Director in all matters related to data management;



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- Manage and Maintain the online application and reporting system
- Develop necessary formats, tools and guideline for using the online data management system of the Courts
- Train and facilitate IT staff to properly upload data on the online system;
- Produce necessary reports using the online application and reporting system and;
- Improve, elaborate and add the workings of the court procedural system (IIMS-Integrated Information Management System) in java programming and its associated applications;
- Diagnose, solve problems and resolve hardware, software or other network and system problems and replace damaged components if needed;
- Other task, duties or specific assignment, which may arise as directed by the courts.

6. Experience

The candidate must have minimum 5 years experience of working in information Technology sector.

7. Academic Qualification

The candidate must have

- At least a four year undergraduate degree in computer science/Computer Science and Engineering, Information Technology with a master's degree from a reputed university with good academic standing;
- Certificate as either Microsoft Specialist (MS) in software and database development, Microsoft Certified Technical Specialist (MCTS) in software and database development, Microsoft Certified Application Developer (MCAD), Microsoft Certified Solution Developer (MCSD), or Microsoft Certified Professional Developer (MCPD);
- Programming knowledge or experience in languages like JQuery, CSS, JAVA Script, PHP, C#, android technology and relation database like Microsoft SQL, My SQL, SQL Server, ORACLE, Apache, Tomcat, PostgreSQL-8.4, stored procedure and function, experience developing an application with a relational database;
- Working knowledge of technologies such as XML Web Services (SOAP, WCF) and Web API;
- Experience in system development cycle inclusive data flow, work flow, Jitsi Meet
- Extensive knowledge in Web portal development, Windows Services, Encryption, ASP.Net frame work, Visual Studio, C++, HTML5, XML and UNIX



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8. Application Screening

Education Background 20%, Computer Literay 45%, Language Proficiency 10%,
Professional Background 25%

9. Scope of Proposal

- Letter of interest and availability; Personal CV; Indicating all past experience from similar projects, as well as the contact details; (email and telephone number) of the Candidate;
- Attach all documents such as; National ID card, Copy of the Education Certificate, Professional Certificates and other relevants certificates
- Age limit, maximum 45 years old;
- At least three (3) professional references;
- Send all the documents through Court Oficial E-mail: tribunal.recurso@tribunais.tl.

10. Opening date: 4th April 2022

11. Deadline : 18th April 2022

12. Selection criteria:

- Documents screening and
- Interview

This TOR is Approved by : H.E. President of Court of Appeal of Timor-Leste

Signature

:



[Handwritten signature in blue ink]

Name and Designation

: Deolindo dos Santos, President of Court of Appeal

Date of Signing

:

4 - 4 - 2022