

Position:	Infrastructure Manager, Center of Excellence
Division:	TALENT Project
Report to:	Director of the Center of Excellence, TALENT Project
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Position Objective

The Millennium Challenge Account (MCA) in Timor-Leste, collaborating with the Government of Timor-Leste and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible for implementing the \$420 million Timor-Leste Compact, which, together with an additional contribution of \$64 million from the Government of Timor-Leste, represents a total \$484 million investment in Timor-Leste. The Compact aims to address human capital development as a binding constraint to economic growth in Timor-Leste through two projects: the Water, Sanitation, and Drainage (WSD) Project and the Teaching and Leading the Next generation of Timorese (TALENT) Project.

The Infrastructure Manager, Center of Excellence is responsible for day-to-day management and implementation of the Center of Excellence (CoE) infrastructure component of the TALENT Project for MCA-Timor-Leste including all technical, administrative, compliance, and accountability functions relevant to Project infrastructure.

Duties and Responsibilities

Managing Personnel and Relationships

- Work closely with the TALENT Managing Director, Director of the Center of Excellence, Director of Secondary Education and consultants to ensure design and construction of Center of Excellence infrastructure reflect program objectives
- In collaboration with the designated focal points within the Center of Excellence Board, and the Ministry of Higher Education, and the Technical Advisory Committee, ensure stakeholder involvement in the design and implementation of the infrastructure under the Project
- Coordinate the day-to-day work with the MCA-TL gender and social inclusion and environment and social performance staff assigned to the contribute to infrastructure activities.
- Support Director of the Center of Excellence and other MCA staff in public outreach and stakeholder communications with respect to the CoE infrastructure activity.
- Serve as point-of-contact for MCC staff with respect to the infrastructure for the TALENT project

Project and Contract Management

- Prepare and review all relevant project documents. Create, track, and update implementation plans for infrastructure components of the Project, including the preparation of budgets, disbursement request packages, work plans, procurement plans, and monitoring and evaluation plans, for MCA-Timor-Leste submission to MCC. Provide reports on the implementation progress as requested.

- Identify bottlenecks, risks, and mitigation strategies, and work with other MCA-Timor-Leste staff to address them.
- Manage technical aspects of procurement in the services of consultants and contractors who will provide services or works.
- Participate in strategy decision-making for consulting services, infrastructure works, and other contracts, and draft, review, and recommend approval of terms of reference, technical specifications, and bidding documents.
- Serve as lead contract manager on all TALENT infrastructure consulting and works contracts. Make decisions regarding deliverables and approvals of invoices and payments. Lead or support MCA-Timor-Leste and Government entities to assure all conditions are in place for effective contract performance.

Compliance

- Ensure that infrastructure implementation adheres to relevant MCC guidelines while complying with Timorese law. This includes, but is not limited to Environmental and Social Performance, Social and Gender Inclusion, Monitoring & Evaluation, Economic and Beneficiary Analysis, and the Cost Principles.
- Oversee the daily implementation of the Environmental, Social, Health and Safety Management System and Social and Gender Integration Plan for infrastructure aspects of the Project. Participate in and supply input to the documentation and review for these processes.
- Other tasks and responsibilities as requested by the Director of the Center of Excellence for TALENT Project.

Requirements (*Education, Experience, Technical Competencies*)

- A degree in architecture or a relevant engineering discipline. Appropriate professional registration/licensure is strongly preferred.
- A minimum of 10 or more years of professional experience in project management of civil works projects in all phases – Feasibility and Design, Construction, Construction Inspection, Close Out, Construction Management, Contract Negotiations, Cost Estimating.
- Excellent contract management skills with demonstrated experience managing small to mid-size construction contracts.
- Extensive experience and/or deep familiarity with similar projects in the Timor-Leste context.
- Familiarity with implementing gender and socially inclusive programs as well as with meeting environmental, social, and health and safety requirements, especially as related to the education sector, is preferred.
- Experience and familiarity with project management tools, such as Microsoft Project or Primavera.
- Demonstrated ability to communicate clearly, effectively, and persuasively in English both orally and in writing. Ability to comprehend Portuguese text is a plus.

Leadership Dimensions

- Excellent ability to communicate and work in a team, particularly as it requires collaborating across departments/divisions to achieve common objectives.
- Capacity to act decisively and make independent decisions.