



## JOB DESCRIPTION of World Friends Korea(WFK)

### -Advisor & Techno Peace Corps(TPC)

*※Please complete the form and mark on the box.*

General Information	
<b>■ Expert Title</b>	<input type="checkbox"/> ● KOICA advisor <input checked="" type="checkbox"/> ● NIPA advisor <input type="checkbox"/> ● Techno Peace Corps
<b>■ Area of expertise</b>	<b>GIS</b>
<b>■ Job Title</b>	Advisor
<b>■ Location, Country</b>	<i>Timor Leste</i>
<b>■ Number of Expert</b>	<i>1</i>
<b>■ Duration</b>	<b>12 months</b>
Detailed information of the requesting organization	
<b>■ Organization Name :</b> <i>Secretary of State for Land and Property</i> - <b>Requesting Department :</b> <i>National Directorate of Cadastral</i> - <b>Office Name :</b>	
<b>■ Type of Organization</b> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> <b>Government</b>  <input type="checkbox"/> <b>University</b> </div> <div> <input type="checkbox"/> <b>Public organization</b>  <input type="checkbox"/> <b>Research institution</b> </div> <div> <input type="checkbox"/> <b>Public corporation</b>  <input type="checkbox"/> <b>Others :</b> </div> </div>	
<b>■ Working Day/Hours :</b> 08:00 17:00	
<b>■ Contact Person :</b> <i>Marito Silva Freitas Sarmento</i>	
<b>■ Tel/Fax/E-mail :</b> <i>maritosilva1983@gmail.com</i>	
<b>■ Duty Station :</b> Dili, and sometime in other Municipality.	
<b>■ Major activities of the Organization :</b> <i>(Please list at least three)</i> <ul style="list-style-type: none"> <li>● Conduct measurement and field data survey in the National and Municipality</li> <li>● Make notification of land and state property</li> <li>● Regularise the land and state property of entire territory</li> <li>● Control the payment of rent, in order to increase and enter revenue into the Timor-Leste</li> <li>● Notify the tenants who not obey the law for Land and property, and charging penalty regards to the law</li> <li>● Set out the plan for the mapping by zone to end the cost of lease</li> </ul>	





■ **Major activities of the department where WFK – Advisor/TPC will be dispatched**

- Provide training to the cadastre technicians, especially in National Directorate of Cadastral.
- Participate in the spore data survey work conducted by National Directorate of Cadastral
- Provide training to Timorese engineers at the Cadastral Service
- Enhance promotion of technical skill to capacitize the staff of National Cadastral Staff specially in surveying

■ **Experience of working with WFK – Advisor/TPC**

☐ Yes ☒ No

■ **If yes, please describe the tasks of WFK – Advisor/TPC**

**Description of Tasks**

■ **The tasks to be undertaken by the WFK – Advisor/TPC will be:**

- **Summary :**

- ◆ Set up a pilot model for implementation new system in National Directorate of Cadastral and conduct technical studies in this regard
- ◆ Improve the National Directorate Land and Property
- ◆ Carrying good practice on local development

■ **Responsibilities of WFK – Advisor/TPC (Please mark all that apply and type in detail)**

☒ **Policy making and Strategic planning (Only for the Advisor)**

- Make a strategic work plan for the National Directorate of Cadastral
- Prepare plans and coordinate work with the Land and Property technical advisor
- Preparing training schedule
- Arrange meetings with Directors and staff of Secretary of State for Land and Property
- To realize agenda, timescales of activities and planning, seminars, workshops and others
- To establish mechanism that defines and strengthens the actions for Secretary of State for Land and Property

☒ **Technical support**

- Support specialized technical operation of the Leica GNSS equipment and Total Station.
- Support data processing and analysing using advance GIS
- Assumptions how to create a database system for technical data and published on webGIS.
- Support how to create specific rules for cadastral maps.
- Support how to create a cadastral base map with international standards
- Support how to create cadastral survey procedures in accordance with the law enforcement.
- Support how to create standard for cadastral maps
- How to prepare material and provide technical training at 12 municipalities

☒ **Other**

- Have to discuss before the advisor dispatch





### Expected Results/Output

■ **Expected results/output of the tasks by the WFK – Advisor/TPC include:**

- A strategic and increasing the skill of staff of Secetary of state for land and property.

### Required(Preferred) qualifications of WFK – Advisor/TPC

*(List the minimum essential qualifications required for the experts to successfully carry out this task)*

■ **Gender**

- ☐ Male      ☐ Female      ☒ No preference

■ **Educational Background**

- ☐ Bachelor's Degree      ☒ Master's Degree      ☐ Doctor's Degree

- Master degree or equivalent in surveyor engineering.

- \* **Similar or other educational background will be fine if the selected expert has an ability to do the requested tasks**

- ☒ Yes      ☐ No

■ **Required Work Experience** *(Specify work experience required for the experts)*

- At least, 10 years of works experience in relevant area
- Minimum 2 years of professional experience in developing countries and internationally, preferably

- \* **Similar or related work experience will be fine if the selected expert has an ability to do the requested tasks**

- ☒ Yes      ☐ No

■ **Language : English**

*(Official business language will be English. If your organization requires the use of other languages, please provide reasons)*

- **Reasons :**

■ **Other Requirements** *(Identify desired skills or qualifications for the task)*

- **Excellent inter-personal and communications skills.**

### Description of the Workplace

■ **Location of the workplace**

- 0 km from the capital city
- Colmera & Balide hours by car (transportation)





■ **Information on the co-worker who will work closely with the WFK-Advisor**

- Full Name : Dr. Lucas Antonio da Costa
- Position/Work area : General Director for Land and Property
- Tel/E-mail : +670 7708 4193 / [loiruby1978@gmail.com](mailto:loiruby1978@gmail.com)
- Full Name : Marito Silva F. Sarmiento
- Position/Work area : Technical & Cooperation Advisor





	- Tel/E-mail : +670 7736 4564 / <a href="mailto:maritosilva1983@gmail.com">maritosilva1983@gmail.com</a>  - Full Name : Nuncio Tomas da Costa Pereira Nestre - Position / Work area : National Director of Cadastral - Tel/E-mail : +670 7715 3951  - English Language Skill : <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced
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<b>■ Administrative and financial arrangements to be provided by your organization for the WFK-Advisor/TPC</b> (Please mark on the box)	<b>Items</b>	<b>Available</b>	<b>Not available</b>
	Housing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Others	<input type="checkbox"/> PC <input type="checkbox"/> Printer <input checked="" type="checkbox"/> Internet access <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Air Conditioning <input type="checkbox"/> Heater <input checked="" type="checkbox"/> Desk <input checked="" type="checkbox"/> Chair <input type="checkbox"/> Bookshelf <input type="checkbox"/> Others( )	
<b>■ Other information that may help the WFK-Advisor/TPC adapt to the local environment</b>	(Living conditions, weather, allowance, other comments, etc.)		
<b>■ Photos (if possible)</b>	Front view		
			
	Back View		
			

\* Once the experts are selected based on your request, you are required to cooperate with the Korean implementing agencies by providing the necessary administrative procedures such as visa, acceptance letter, etc. Without your cooperation, expert dispatching will not be available and/or will be cancelled. Thank you for your cooperation.

(Date of filling out the form)  
November 29, 2023

(Name of the person in charge)  
Jaime Xavier Lopes, M. Eng.

(Position of the person)  
Secretary of State for Land and Property.  
Signature with official stamp