



TERMU REFERENSIA

Vaga Oficial Finansa no Administrasaun

Informasaun Jeral Sesaun:

Pozisaun : Oficial Finansa no Administrasaun Ofisina Motor Roda Tolu, Resiklazen no Kustura (ema ida/ 1)
Lokalidade : Iha Dili
Durasau : Tinan 3 (Periodu Probasonal/ *probational period* fulan 3)

Sesaun 1 – Antesedentes:

Ra'es Hadomi Timor Oan (RHTO) mak organizasaun nasional ema ho defosiensia iha Timor-Leste. Nia hanesan organizasaun membru ida, ho konstituansia husi aprosimasaun membru 1,500 resin, komposta ema ho tipu diferensia defisiensia nune'e mós sira nia familia. RHTO servisu direktamente ho membru no familia sira através iha munisipiu 13 hotu iha Timor-Leste hodi hadia asesu ba edukasaun, servisu saúde, filaliman nune'e mós partisipasaun ema ho defisiensia iha komunidadade. Alén disu, RHTO mós asume hasa'e konsiensia nune'e mós promove advokasia iha nivel local no nasional.

RHTO orijinalmente estebelesidu iha 2006, registradu hanesan NGO ida iha ONG Forum Timor-Leste (FONGTIL) no formalmente registradu hanesan ONG ida hosi Ministeriu Justisa iha 2012. Durante 2006 to'o 2016, RHTO simu ona fundus husi doador sira mak hanesan APIDS, TLMTL, CBMA, DFAT, OxfamTL, Counterpart International, IFES, TAF no Embaixada Amerika. RHTO agora now has aproximadamente iha pesoal 32 (inklui 13 mak bazea iha nivel munisipiu), sira ne'ebé involve ona iha implementasaun iha Projeitu Nasional Konsiensia Defisiensia.

MISEREOR suporta RHTO ba durasaun tinan 3 iha inisiu Dezembru 2021 hodi implementa projeitu ho titlu “*Sustainable Income Generation for People with Disabilities: Producing Three-Wheeled Motorbikes, Handicrafts and Recycled Paper* ». Iha projeitu ne'e iha area xavi 3 maka hanesan: Produsaun Motor Roda Tolu, Resiklazen no Kustura (*Handicrafts*). Projeitu iha xavi objetivu lima maka hanesan tuir mai:

1. People with disabilities to be employed as a three-wheel scooter mechanic and in making handicrafts and recycling paper;
2. To train at least 30 people with disabilities in three-wheel motorbike mechanics, 30 PWDs in handicrafts and 30 PWDs in recycling papers products;
3. Improve the life quality of people with disabilities by generating more income for themselves and family.

4. People with disabilities have skill and creativity to compete in the marketplace in order to change perspective and mindset of family and community toward people with disabilities.
5. People with disabilities will have an equal and inclusive opportunity in access to employment as part of increasing in country economy.

Sesaun 2 – Kna’ar no Responsabilidade sira ba Servisu:

- Servisu besik liu ho ekipa finansa no administrasaun RHTO nian;
- Servisu hamutuk ho Jestor Operasional, Oficial Lojstika no aprovizionamentu, Koordenador Programa no Koordenador Projetu;
- Jere invoice, resivu, no gastus sira ba ofisina motor roda tolu, resiklazen no mós kustura;
- Servisu Hamotuk ho funsiunariu RHTO ou voluntario atu selu gastus sempre no tuir regulamentu ne’ebe mak ejisti ona.
- Apoia no responsabiliza servisu sira ne’ebé relasiona finansa no administrasaun ba ekipa finansa no administrasaun RHTO nian regularmente tuir oras no tenpu;
- Prepara relatóriu Finansa kada fulan trimestral, fulan 6 no annual no submeter ba ekipa finansa no adaministrasaun RHTO;
- Servisu hodi jere petty cash no sempre aktualiza osan tama no sai nian ba ekipa finansa RHTO kada loron;
- Responsabiliza mós servisu hirak ne’ebé maka iha relasaun ho finansa no administrasaun nia hodi apoia ba funsiunamentu ofisina, resiklazen no kustura;

Sesaun 3 – Tanbasa Presija Oficial Finansa no Administrasaun

Atu apoia sustentabilidade liu husi area Kustura iha RHTO ninia programa. Durasau husi pozisaun ne’e hahu’u husi Dezembru 2021 to’o Dezembru 2024.

RHTO dadaun ne’e buka hela Feto ka Mane ne’ebé iha esperiensa no abilidade Kustura nian atu aplika ba Pozisaun hanesan Alfaiate ba durasaun tinan tolu (3).

Sesaun 4 – Kualifikasaun no kriteriu:

1. Pozisaun ne’e fó oportunidade masimu no enkoraja maka’as feto ka mane ho defisiénsia ne’ebé iha interese hodi aplika pozisaun ne’e no pruntu servisu iha kualker oras no loron ne’ebe maka determina ona iha politika RHTO nian
2. Nivel edukasaun minimu diploma 3 iha akontabilidade no finansa nian;

3. Enkoraja feto ho defisiénsia hodi aplika ba pozisaun refere;
4. Esperiansia hakerek relatoriu sira, planu servisu, hatene uja komputadór (Ms. Word, Ms. Excel, Powerpoint no Internet);
5. Iha abilidade no esperiansia ho uja Ms. Excel ba relatoriu propoin liu;
6. Hatene koalia lian Tetun ho di'ak liu, Ingles di'ak no Portugues baziku.
7. Esperiansia hatene Finansas (tinan 1-3);
8. Iha flexibilidade servisu iha ekipa no respeita malu diferensias, onestidade no tane valores inkluzau defisiénsia;

Sesaun 5 – Rekerementu no dokumentu sira:

1. Kurikulu Vitae (CV);
2. Suporta dokumentus hodi aneksa mak hanesan:
 - a. Kartaun Identidade (Kartaun Eleitoral ka Billete Identidae/ BI);
 - b. Diploma ka sertifikasaun ba nivel edukasaun minimu Eskola Sekundaria no Diploma Kualifikasaun nivel universitaria (sekarik iha);
 - c. Diploma ka sertifikasaun ba treinamentu sira iha kursu sira ne'ebé mak atende ona liliu iha area kustura nian;
 - d. Provida rekomendasaun kriminal ka *bom comportamento*

Sesaun 6 – Prazu :

Prazu ba submisaun CV no dokumentu sira maka iha loron Sesta, 14/ 01/ 2022, oras tuku 17 :30 lorokraik. RHTO sei kontaktu deit kandidatura sira ne'ebé maka liu husi selesaun dokumentu.

Sesaun 7 – Informasaun :

Konabá informasaun detaillu no submisaun CV no dokumentus liga mai iha RHTO nia administrasaun :

Madalena de Jesus Martins, Oficial Senior Finansa no Administrasaun RHTO: +670 786 204 86
ka liu husi email : madalena.martins.dpo@gmail.com

Submisaun CV no dokumentus bele direktamente mai RHTO nia edifisiu iha:

Taibesi, Lahane Oriental, Liquintai, Dili, Timor-Leste (+670 3310540) ka liu husi via email iha leten.

Rekrutamentu sei dirijidu hosi advokasia defisiensia nia slogan “laiha buat ida ho ami sein ho ami”, no tenke involve ema ho defisiensia iha meius partisipatoriu. Rekrutamentu sei uja lingua ne’ebé fasil (posivel provida lian jestu), perguntas no maneira ho fleksibilidade.