

## TERMS OF REFERENCE (ToR) – TL-AFSi ADMINISTRATION, HR AND FINANCE ASSISTANT

**Position Title:** Administration, HR and Finance Assistant, under UK Health Security Partnership (UK-HSP)

**Position Type:** National (Open only for Timorise)

**Contracting Entity:** Instituto de Ciências da Saúde (ICS) Timor Leste, under Fundasaun da Graça Deus (FGD-ICS)

**Project Consortium:** Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF), *Autoridade de Inspeção e Fiscalização da Atividade Económica Sanitária e Alimentar* (AIFAESA), Ministry of Health, specifically National Institute of Public Health of Timor-Leste (INSP-TL), and Archipelago Biotechnology Indonesia, Ltd.

**Duty Station:** Dili, Timor-Leste.

**Contract Duration:** One year, with possibility of extension

**Reporting Line:** The Administration and Finance Assistant will work under the direct daily supervision of the Administration, HR and Finance Officer, and ultimately reports to the TL-AFSi Programme Leader.

### 1. Project Background

#### 1.1 The Problem: A Critical Gap in Food Safety and AMR Surveillance

Timor-Leste is a nation heavily dependent on imported food, with over seventy percent (70%) of its consumables coming from abroad. A significant and growing portion of these imports is frozen food—including poultry, seafood, meat, and vegetables—a commodity class particularly susceptible to carrying foodborne pathogens if cold chains are compromised. The convergence of Antimicrobial Resistance (AMR) and food safety presents a clear and present danger. Zoonotic pathogens such as *Listeria*, *Salmonella*, and *E. coli* in the frozen food chain can act as vectors for the silent pandemic of AMR, transferring resistant genes from the environment and animal sectors directly to human consumers.

Despite this risk, Timor-Leste currently lacks any systematic surveillance infrastructure for AMR in imported frozen foods. The national AMR surveillance system, centered on the National Action Plan (NAP-AMR), is confined to human clinical settings, leaving a dangerous blind spot in the food sector. This gap is particularly alarming given that frozen food products can harbour resilient pathogens that survive freezing temperatures, and the lack of cold-chain monitoring increases contamination risks. The population is unknowingly exposed to resistant pathogens, while the health system remains ill-equipped to manage resulting drug-resistant infections.

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## 1.2 The Three Interconnected Problems

The TL-AFSi project is designed to confront three specific, interconnected problems identified in Timor-Leste's National AMR Action Plan and Food Safety Master Plan:

1. **No Systematic AMR Surveillance in Imported Frozen Foods:** The absence of any systematic surveillance means the nation cannot detect, monitor, or respond to AMR threats entering through the food supply chain. This is a critical weakness in Timor-Leste's core capacity under the International Health Regulations (IHR) at Points of Entry.
2. **Fragmented Food Safety Legislation:** The foundational Basic Food Law (Decree-Law 5/2021) is not fully harmonized with international Codex Alimentarius standards or regional ASEAN frameworks. This creates legislative gaps for implementing modern, risk-based import control systems and standardized microbiological criteria for AMR pathogens. Border inspectors lack legally mandated, science-based protocols to intercept contaminated frozen food consignments.
3. **Critical Shortage of Technical Expertise:** The authority mandated for food control, AIFAESA, lacks full laboratory capacity and human resources for routine testing. While the Health Laboratory at INSP-TL provides ad-hoc support with basic microbiological tests (e.g., for *Salmonella*), it does not conduct Antimicrobial Susceptibility Testing (AST), meaning AMR in the food chain goes entirely undetected. Border inspection staff also lack training in risk-based inspection techniques specifically designed for frozen food commodities.

## 1.3 The TL-AFSi Project: An Integrated Solution

The **Timor-Leste AMR-Food Safety Nexus Initiative (TL-AFSi)** – under **HSP Grant Reference CG1-014326** – is designed to directly confront this multifaceted threat by establishing a foundational, integrated One Health system where none currently exists. The project is implemented as a single, integrated 24-month initiative that strategically combines core technical activities with a dedicated Peer Exchange component, ensuring that capacity building and partnership development are embedded from the outset rather than added as an afterthought.

Grant CG1-014326 operationalizes critical implementation gaps identified in Timor-Leste's National AMR Action Plan and Food Safety Master Plan, transforming policy aspirations into tangible operational capabilities. The integrated workplan delivers the following interconnected activities:

- **Establishing a systematic, risk-based sentinel surveillance system** for AMR and priority pathogens in imported frozen foods at four key Points of Entry: Tibar Port,

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Motaain, Motamasin, and Wini. This is done in collaboration with the Unit of Quarantine and Biosecurity (UQB) under the Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF). Through the Peer Exchange component of this grant, this activity is directly supported by peer-exchange partner to observe and adapt risk-based port surveillance SOPs, followed by virtual mentorship to contextualize these protocols for Timor-Leste.

- **Building sustainable national laboratory capacity** for pathogen isolation, Antimicrobial Susceptibility Testing (AST), Whole-Genome Sequencing (WGS), and other advanced analyses. This involves technology transfer, provision of small/portable equipment and consumables, and intensive hands-on training of Timorese laboratory scientists and technicians at AIFAESA and the Health Laboratory at INSP-TL. Through the Peer Exchange component of this grant, this capacity building is delivered via a technical attachment with peer-exchange partners to achieve proficiency in gold-standard methods for pathogen isolation and AST from frozen food matrices, alongside virtual and in-person WGS bioinformatics training with Northumbria University (UK).
- **Using generated evidence to harmonize existing regulations** and draft enforceable, science-based food safety regulations fully aligned with Codex Alimentarius and ASEAN frameworks, ensuring regional trade compatibility while protecting public health. The Peer Exchange component reinforces this by facilitating joint development of regionally-aligned SOPs and a draft WGS Data Integration Protocol, all of which feed directly into the project's policy drafting and validation workshops.

Under Grant CG1-014326, the Peer Exchange activities are not a separate grant but rather the essential capacity-building engine for the overall project. The 12-month structured workplan within the 24-month project timeline—comprising study visits, technical attachments, virtual mentorship, and an intensive bioinformatics workshop in Timor-Leste—is deliberately sequenced to ensure that learnings are immediately applied to project implementation. Tangible outputs such as the Draft WGS Data Integration Protocol, the customized Timor-Leste Lab Protocol, and the co-developed regionally-aligned SOPs are designed for immediate institutional adoption within the project's surveillance and regulatory streams. A dedicated integration phase ensures these outputs are synthesized into the overall workplan, while a co-created "Sustainability and Mentorship Plan" with all partner institutions guarantees ongoing support beyond the project period.

#### 1.4 Expected Outcomes

By strengthening core IHR capacities at borders and mandated laboratories, the TL-AFSi project will advance the specific Health Priorities of Food Safety (HP 21) and Combatting AMR (HP 11) outlined in regional frameworks. Expected outcomes include:

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- The first-ever national baseline dataset on AMR prevalence and antimicrobial resistance patterns in the frozen food supply chain.
- A functional national testing capability embedded within existing laboratory infrastructure (AIFAESA/INSP-TL) for ongoing surveillance and outbreak response.
- Data-driven interception protocols for non-compliant imports that pose unacceptable health risks.
- Formally drafted evidence-based regulations submitted for government adoption through appropriate legislative channels.
- A trained cadre of laboratory technicians, border inspectors, and relevant officers equipped with standardized operating procedures, quality assurance protocols, and continuous professional development pathways.

### 1.5 Alignment with National and Regional Policies

The project directly operationalizes critical components of Timor-Leste's National AMR Action Plan (NAP-AMR) and Food Safety Master Plan that are currently missing from the public health architecture. It is explicitly designed to ensure compliance with the ASEAN Food Safety Policy and leverages the technical risk assessment framework of the ASEAN Risk Assessment Centre for Food Safety (ARAC). By anchoring legislative reform in both project-generated data and the benchmarks of the Codex Alimentarius, the project strengthens the legal foundation for a modern, science-based food safety control system, directly enhancing Timor-Leste's capacity to meet its regional obligations and contribute to ASEAN health security.

### 2. Overall Objective of the Position

To provide efficient and accurate administrative, financial, and logistical support to the TL-AFSI Project Management Unit, ensuring that routine tasks are completed in a timely manner, all records are properly maintained, and the Administration, HR and Finance Officer is supported in delivering compliant financial and HR services.

### 3. Key Responsibilities (Full-time, 100% workload)

#### 3.1 Financial Support (30% of working time)

- Assist in processing routine payments (e.g., utilities, small vendor payments, per diem) after verification and authorisation by the Administration, HR and Finance Officer.
- Prepare payment vouchers and ensure all supporting documents (receipts, invoices, approval forms) are attached before submission for signature.
- Perform daily entry of financial transactions into the project's cashbook or accounting system (Excel based).

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- Assist in bank reconciliation by matching bank statements with the cashbook under the guidance of the Administration, HR and Finance Officer.
- Petty cash management: disburse petty cash for approved small expenses, maintain the petty cash log, and request replenishment when needed.
- File all financial documents (payment vouchers, receipts, bank statements) systematically for audit trail.

### 3.2 Procurement and Logistics Support (25% of working time)

- Assist the Administration, HR and Finance Officer in collecting quotations from vendors for small purchases.
- Prepare simple purchase requests and follow up on order status.
- Receive, verify, and record incoming supplies (office supplies, laboratory consumables, sampling kits, PPE) and maintain a stock card.
- Coordinate travel arrangements (flight booking, hotel reservations, ground transport requests) for PMU staff and government counterparts, under the supervision of the Officer.
- Assist in organising workshops and training sessions: venue booking, attendee list preparation, printing materials, arranging catering, and providing on site support.
- Maintain an up-to-date asset register for non-capital items (e.g., laptops, printers, office furniture) and assist in physical asset verification.

### 3.3 Administrative and Office Support (25% of working time)

- Serve as the first point of contact for the PMU office: answer phone calls, receive visitors, and manage the general email inbox.
- Manage office supplies inventory (stationery, cleaning materials, kitchen supplies) and initiate reordering when stocks are low.
- Ensure the office is clean, organised, and well maintained; liaise with building management or cleaners.
- Photocopy, scan, and bind documents as required by the technical team.
- Assist in scheduling meetings, sending calendar invites, and preparing meeting minutes for routine internal PMU meetings.
- Maintain a physical and digital filing system for all project documents (correspondence, contracts, activity reports, training materials).

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### 3.4 HR and Record-Keeping Support (10% of working time)

- Maintain leave records for PMU staff (annual leave, sick leave) under the guidance of the Administration, HR and Finance Officer.
- Assist in collecting timesheets from PMU staff and consultants on a monthly basis.
- Prepare personnel files (contracts, ID copies, tax forms) for new hires and ensure they are properly filed.
- Coordinate logistics for staff and consultant onboarding (e.g., workstation setup, email account creation).

### 3.5 Compliance and Audit Support (10% of working time)

- Assist in preparing documentation for internal and external audits by retrieving files, scanning receipts, and organising supporting evidence.
- Follow all internal control procedures and immediately report any irregularities or suspected fraud to the Administration, HR and Finance Officer or the Programme Leader.
- Participate in mandatory safeguarding, GEDSI, and anti fraud trainings.

## 4. Key Deliverables

- PMU filing system (physical and digital) fully operational and up-to-date.
- Monthly petty cash reconciliation and replenishment request submitted.
- Payment vouchers and supporting documents processed within 3 working days of request.
- Logistics arrangements (venue, materials, travel) for all project workshops, training, and peer exchanges activities.
- Meeting minutes for weekly PMU coordination meetings.
- Final handovers note (including all files, inventory, and outstanding tasks) submitted

## 5. Qualifications & Experience

### Essential:

- Diploma or bachelor's degree in accounting, Finance, Business Administration, Public Administration, or a related field.
- Minimum 1–2 years of experience in administrative, finance, or clerical support, preferably with an NGO, government office, or international project.

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- Basic knowledge of double entry bookkeeping and petty cash management.
- Proficiency in Microsoft Office (Word, Excel – including basic formulas, Outlook).
- Strong organisational skills and attention to detail.
- Good command of Tetum and Bahasa Indonesia or Portuguese (spoken and written). Basic English (reading and writing) is required.
- High level of integrity, honesty, and ability to handle confidential information.

**Desirable:**

- Previous experience with donor funded projects (UK FCDO, USAID, EU, UN).
- Familiarity with FGD-ICS finance and procurement systems and procedures is preferable.
- Experience in logistics for workshops or travel arrangements.
- Knowledge of GEDSI and safeguarding principles.

**6. Working Arrangements & Conditions**

- Working Hours: Full time, Monday to Friday, 08:30–12:00 and 14:00–17:30, with possible extra hours during peak periods (e.g., workshop preparation, reporting).
- Annual Leave: 20 working days of paid leave annually, subject to prior request and approval by the Administration, HR and Finance Officer and Programme Leader.
- Sick Leave: 6 days sick leave annually, with submission of medical certification.
- Termination: In case of weak performance or non delivery, three verbal/written warnings will be issued. If performance does not improve within three weeks of the third written warning, FGD ICS has the right to terminate the contract and cease payments.
- Breach & Dispute Resolution: Any breach will first be resolved through friendly consultation; if unresolved, either party may submit the dispute to a court with jurisdiction.

**7. Commitment to Safeguarding & GEDSI**

The Admin and Finance Assistant shall adhere to FGD-ICS's safeguarding and PSEA policies, complete mandatory GEDSI and safeguarding training, and ensure that all administrative and logistical support is provided in a manner that is inclusive, equitable, and free from harassment, exploitation, or abuse.

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This TOR is **Approved** by:



**Dr. Ali Budhi Kusuma, M.Sc., ALS., CFP.Med**

(On behalf - TL-AFSi Project Management Unit Team)

Date: 10/06/2026

Consortium members:

