



ELECTRICIDADE DE TIMOR LESTE, EMPRESA PÚBLICA

Departamentu Rekursus Humanus

1 Andar Edificio de Caicoli, AV. Martires da Pátria Dili, Timor-Leste

		Signature	Data
Prepared	ADB – OHS Consultant		12/05/2025
Checked	HR Director		12/06/2025
Approved	Executive Commissioner – Corporate Service EDTL, E.P		12/06/2025
Rev	n/a		

TERM OF REFERENCE

OCCUPATIONAL HEALTH AND SAFETY - SENIOR SAFETY OFFICER	
Location:	EDTL, E.P. Dili
Ref Nu:	PTC/097/EDTL, E.P/2025
Type of Contract:	Fix Term
Language:	Tetum, Ingles
Start date:	Immediately
Contract Duration:	One Year (1) with possibility of extension

Background

The energy sector is an important pillar of the economic development of Timor-Leste. The sector has the privilege to promote the safety and prosperity of the population because energy is considered essential work. Post investment in the sector in the territory of Timor-Leste, the Government decided to reform the electricity sector structure to expand and modernize the electricity sector nationally. The important aspects of this reform include: (i) improving the implementation of management (ii) Improving public service attendance (iii) guaranteeing, accessible prices, and most importantly maintaining viability and sustainability in its daily operation.

The EDTL, E.P committed to achieving sustainable activities, investment in human resources, and other resources to modernize the sector through the entity with exclusive dedication to the public

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electricity supply. Therefore, EDTL, E.P. is taking steps to improve its electricity sector's performance and institute safety measures by putting in place a standard operating procedure (SOP) for instituting Occupational Health and Safety measures within its workplace. This will ensure its operations are sustainable and adhere to the best international safety measures.

PURPOSE OF ROLES

Since the relocation of the OHS unit under the Human Resources Department, there has been a need to assist the OHS unit in the implementation of the OHS unit's plan, safety activities implementation, and monitorization by helping the unit and team to meet the OHS standard operational procedures. The Occupational, Health and Safety Senior Officer is responsible for overseeing health, safety, and environmental policies and procedures at one or more of the colleges. The incumbent contributes to the review and development of health and safety guidelines and assists college personnel in understanding occupational health and safety hazards. The Senior Officer plays a role in monitoring work activities and EDTL infrastructure according to safety's rules.

ROLES AND RESPONSIBILITY:

1. Ensure the OHS unit in carrying out preparation, planning, implementation, analysis, assessment, evaluation, and monitoring on Technical and Practice of OHS activities and programs in the Office, District, and Field;
2. Coordinate with the OHS head of unit in regard to the implementation of the OHS work program at EDTL
3. Ensure and Support in the implementation of the OHS standard Operational Procedures with EDTL offices;
4. Provide support and assistance in the implementation of OHS training and coordination, including assistance in the safety equipment and mitigation;
5. Collect data, literature, information, and other things that support and support OHS activities and programs by the systems and mechanisms that have been created by the Advisor;
6. Prepare OHS work planning and action planning;



7. Participates in the development and updating of Health and Safety internal policies, procedures, and working practices within the college directorate when necessary;
8. Conducts risk assessments and develops strategies for facilitating employee/student health and safety risks
9. Conducts regular site/substation/warehouse/edtl's facilities on inspections to ensure adherence to Health and Safety policies and procedures in Dili and Municipalities
10. Prepares and maintains inspection records and produces reports that suggest improvements
11. Maintains incident records and produces statistics for management as required
12. Ensure the implementation OHS simulations, demonstrations, and training in the form of transfer Knowledge;
13. Ensure investigations due to significant incident accidents to ensure the timely production of corrective and preventative action plans;
14. Ensure Daily administration of supporting documentation for the Health & Safety Management system and that all documents as well as data are available properly;
15. Ensure the OHS program and activities are implemented according to the OHS action plan and agreed targets;
16. Set an example for the unit's team members and EDTL employees of commitment, health and safety awareness, work ethics and habits, and personal character;
17. Write reports on the results of OHS activities and programs;
18. Assist the OHS with embedding Health and Safety across the EDTL offices in National and Municipalities by collaborating with the Head of Units, sections, and OHS Officers in the implementation of safety roles and maintaining its safety standard;
19. Liaise with EDTL safety officers and departments in term of OHS work activities and program implementation;
20. Record all meetings, communication, and coordination in the form of minutes;
21. Undertake other assignments and /or duties according to the demanding role and complexity of the EDTL, E.P. as needed.



EXPERIENCE, SKILLS, AND COMPETENCIES

1. A Bachelor degree in Occupational Health and Safety, electrical engineering or other scientific field, Electricity Industry, Oil and Gas Industry or Energy Industry with a minimum 5 years of working experience in mentioned field;
2. Experience in organizational settings and conducting safety training in the new setting organization;
3. Knowledge of health and safety best practice;
4. The ability to demonstrate the application of risk assessment to college operations and activities;
5. A high degree of computer literacy and demonstrated ability to integrate technology in the workplace;
6. Strong verbal and written communication skills and a demonstrated competency to interact with people at all levels of the organization;
7. The ability to work effectively as part of a team in a multi-cultural environment and to cope with pressure positively while working to deadlines within a busy and demanding environment and juggling a range of tasks/issues
8. A demonstrated willingness to engage in professional development activities to develop and improve new and current skills and to adapt to the evolving needs of the organization
9. Highly aware and knowledgeable in reviewing and assessing health and safety performance.





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Departamento Recursos Humanos

1 Andar Edifício de Caicoli, AV. Mártires da Pátria Dili, Timor-Leste

ANÚNCIO VAGA

Electricidade de Timor-Leste Empresa Pública (EDTL, E.P) anúncio vaga ba pozisaun ida (1) ba Timoroan ne'ebé iha esperensia bele konkore iha vaga ne'e:

Nú	Pozisaun	Nú Vaga	Nú Ref.	Durasaun no Tipu Kontratu	Kritéria ba aplikante
1	Senior Officer - Occupational Health & Safety	1	PTC/097/EDTL EP/2025	Termo Certo (Tinan ida (1) – Estensaun baseia ba dezempenu serbisu)	<ol style="list-style-type: none">1. Timor-oan2. Licenciatura iha Occupational Health & Safety, Eng. Electro, no area relevantes seluk.3. Esperensia servisu minimu tinan 5 iha area Occupational Health & Safety4. Esperensia iha preparasaun plano no implementasaun ba formasaun Occupational Health & Safety5. Abilidade halo inspeksaun, asesmentu no reve plano formasaun Occupational Health & Safety6. Abilidade prepara relatorio asesmentu, relatorio trimestral no relatorio Annual7. Abilidade komunikaun no solusiona problema8. Avansadu iha Excel9. Kapasidade atu koalia no hakerek iha lian tetum no ingles (Portugues vantajen)

Ba sira ne'ebé iha Interese atu aplika, halo favor submete dokumentu aplikasaun (Karta aplikasaun no CV) iu husi dalan tulr mai, hahú 18 até 30 de Novembro de 2025.

1. Hatama dokumentu fisku iha envelope (Hakerek Naran no Titlu vaga, Nú referencia) ba iha Departamentu Rekursu Humanus EDTL, E.P iha Edifício EDTL, Caicoli Dili, simu dokumentu hahú husi oras tuku 9 dader too tuku 4 loro-kraik.
2. Karta Aplikasaun dirije ba Departamentu Rekursu Humanu
3. Envia dokumentu eletroniku iluhusi e-mail: rekrutamentu@edtl-ep.tl ho Asuntu Titlu Vaga no Número Referensia. Sei la konsidera wainhira la mensionia naran, titlu vaga ho numeru referensia no mos sei la konsidera wainhira haruka dokumentus iu data ne'ebé terminadu iha leten.
4. Aplikasaun aneksa ho referencias rua nebe assinado

X

5. Aplikasaun aneksa Certificado/tjazah no Eleitoral/BI
6. Aplikasaun Aneksa ho Atestadu Mediku no Bom Comportamentu

NB: Atu hatene informasaun di'ak ilutân kona-ba Termu Referênsia (ToR) bele asesu iha:

1. Kuadru avizu EDTL, E.P nian iha edifisiu EDTL, E.P Kaikoli, Dili.
2. Enkoraja ba feto atu aplika

Obrigado wain!

