



MINISTÉRIO DOS TRANSPORTES E COMUNICAÇÕES
DIREÇÃO GERAL DAS COMUNICAÇÕES
DIREÇÃO NACIONAL DE METEOROLOGIA E GEOFÍSICA

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TERMS OF REFERENCE
PROJECT MANAGER
SOFF-FUNDED UNEP INVESTMENT PHASE PROJECTS

Position Title	Project Manager
No. Ref	<u>255</u> /MTC/DGC/DNMG/IX/2026
Project	SOFF-Funded UNEP Investment Phase Project – Timor-Leste
Reports To	Director of DNMG
Duty Station	Dili, Timor-Leste, with travel to municipalities as required
Contract Duration	Initial 12 months, subject to renewal based on performance and project requirements
Project Context	SOFF-funded UNEP Investment Phase

1. Project Overview

The SOFF-funded UNEP Investment Phase in Timor-Leste project aims to enhance climate adaptation and resilience through improved environmental and climate monitoring infrastructure. This involves procuring, installing, and managing equipment and capacity building for local stakeholders. The project contributes to regional climate data networks that align with UNEP and SOFF standards.

The project will strengthen in-country capacity in Timor-Leste for sustained collection and international exchange of essential surface-based weather and climate observations according to the internationally agreed Global Basic Observing Network (GBON) regulations. The implementation of GBON will significantly strengthen the provision of high-quality weather forecasts, early warning systems, and climate services at national, regional and global levels.

The SOFF-funded UNEP Project will also support the construction and procurement of met equipment such as [include AWS and Upper Air].

2. Objectives

The Project Manager is recruited to oversee and coordinate all project activities to fulfil the following objectives;

- 2.1. To ensure timely and successful implementation in accordance with the Ministry of Transport and Communication, UNEP and SOFF guidelines.
- 2.2. Serve as the primary point of contact for the project for liaising with SOFF, UNEP, Technical Partners, SOFF Peer Advisor, DNMG, Ministry of Transport and Communication, and other key stakeholders.

3. Key Responsibilities

The Project Manager will be responsible for the following key responsibilities in ensuring efficient management and implementation of the project;

- 3.1. Oversee and design project plan and timeline, manage and monitor the project budget, and ensure the proper allocation and efficient utilization of resources.
- 3.2. Ensure all activities are aligned with project objectives, timelines and ensure compliance with SOFF and UNEP standards.
- 3.3. Liaise and coordinate with relevant government agencies to ensure the integration of the budget into the national government planning process and subsequent planning stages.
- 3.4. Prepare and execute the annual work plan, procurement plan, and budget in accordance with UNEP, Peer Advisor, and DNMG schedules and workplan.
- 3.5. Prepare and submit periodic physical and financial progress reports of activities as required by UNEP, SOFF, MTC in coordination with DNMG.
- 3.6. Liaise and coordinate with the MTC and DNMG to ensure compliance with MTC, and UNEP financial rules and regulations and guidelines.

- 3.7. Maintain regular communication and coordination with UNEP, Peer Advisor, MTC, Government Agencies, Local Governments, and other relevant stakeholders.
- 3.8. Coordinate inception meetings, steering committee meetings, and other relevant stakeholder meetings and engagements.
- 3.9. Assist in the supervision of the construction of sites.
- 3.10. Liaise with the Project Management Unit for the construction of sites.
- 3.11. Oversee the construction and installation of the Upper Air Observation System and Automatic Weather Station.
- 3.12. Coordinate with the Procurement Section to procure project equipment and related instruments.
- 3.13. Coordinate and obtain the required approvals for the installation of equipment, the construction of sites, and any other necessary clearances from relevant agencies or organizations.
- 3.14. Coordinate in-house meetings, including tender and project review sessions.
- 3.15. Ensure the effective implementation, monitoring, and evaluation of the project activities.
- 3.16. Facilitate and manage the annual auditing process of project activities, addressing audit requirements and ensuring full compliance and transparency.
- 3.17. Monitor and manage project risks effectively and review and submit appropriate resolutions to the Project Steering Committee, UNEP and DNMG for addressing identified risks.
- 3.18. Prepare quarterly progress reports; both physical and financial and submit to the DNMG Supervisor before submission to UNEP.
- 3.19. Coordinate SOFF activities with the ongoing GCF Project to ensure alignment of work plans, technical activities, and efficient use of resources.

3.20. Facilitate coordination among DNMG and UNEP-GCF Project Unit, and other stakeholders to support effective project implementation and reporting.

3.21. Carry out any other additional responsibilities as assigned by DNMG and the project.

4. Project Deliverables

The Project Manager is expected to deliver following key deliveries including primary reports, plans and documentations to DNMG, UNEP and the Project Management Unit to ensure effective implementation, monitoring and evaluation of the project;

SI#	Deliveries	Descriptions
1	Inception Report	Prepare and submit an inception report outlining the implementation approach, work plan, timeline, and key milestones for project execution.
2	Annual Work Plan	Develop and update annual work plans, including activities, timelines, responsibilities, and budget requirements.
3	Progress Reports	Prepare periodic (monthly, quarterly, and annual) progress reports summarizing project achievements, challenges, risks, and recommended actions.
4	Financial and Budget Reports	Monitor project expenditures and prepare financial reports to ensure efficient budget utilization and compliance with donor requirements.
5	Monitoring and Evaluation (M&E) Reports	Track project performance against indicators, document results, and support monitoring and evaluation activities.
6	Risk Management Plan	Identify potential project risks and mitigation measures, and regularly update the project risk register.
7	Stakeholder Engagement Reports	Document consultations, meetings, workshops, and coordination activities with government agencies, partners, and stakeholders.

8	Technical Reports	Prepare technical reports on project activities, outputs, and outcomes to support informed decision-making.
9	Procurement and Contract Documentation	Prepare and maintain procurement plans, contract documentation, and records in accordance with project procedures.
10	SOFF-GCF Coordination Plan	Develop and maintain a coordination plan to ensure alignment and synergies between the SOFF and GCF projects, including joint planning, resource sharing, and complementary implementation activities.
11	Integrated Annual Work Planning	Coordinate with the UNEP-GCF Project Management Unit to align annual work plans, technical activities, procurement activities, and stakeholder engagement activities where appropriate.
12	Joint Monitoring and Progress Updates	Contribute SOFF implementation progress to integrated DNMG project review meetings and provide updates on activities that support GCF project outcomes with DNMG.
13	Project Completion Report	Prepare a comprehensive final report summarizing project achievements, lessons learned, financial status, and recommendations for sustainability and future initiatives.

5. Qualifications require

Master's degree (or Bachelor's with extensive experience); minimum 7 years' project management experience; experience with donor-funded projects; strong coordination, reporting, and communication skills; fluency in English.

6. Contract Duration and Location

This is a contract position based in Dili, Timor-Leste, with travel to Municipality as required with an initial appointment of 12 months subject to renewal based on performance.

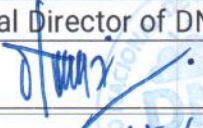
7. Line of Reporting

The Project Manager will report to Director of National Directorate of Meteorology and Geophysics while working closely with UNEP, SOFF Secretariat.

8. How to Apply

Interested and qualified candidates are invited to submit their application letter, updated CV, academic qualifications, and contact details of three (3) professional referees to rh@dnmg.gov.tl and cc with gcf.finance@dnmg.gov.tl by 30 September 2026.

9. Approval

Approved by	Terêncio T. T. Fernandes Moniz National Director of DNMG
Signature	
Date	14/09/2026

