

Position:	Human Resources Specialist
Division:	Human Resources
Report to:	Human Resources Director
Band:	C
Position Objective	
The Millennium Challenge Account (MCA) in Timor-Leste, collaborating with the Government of Timor-Leste and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible for implementing the \$420 million Timor-Leste Compact, which, together with an additional contribution of \$64 million from the Government of Timor-Leste, represents a total \$484 million investment in Timor-Leste. The Compact aims to address human capital development as a binding constraint to economic growth in Timor-Leste through two projects: the Water, Sanitation, and Drainage (WSD) Project and the Teaching and Leading the Next generation of Timorese (TALENT) Project. The Human Resources Specialist, under the supervision of the Human Resources Director ensures the effective implementation of Millenium Challenge Corporation-Timor Leste (MCA-TL) HR Strategy, frameworks, administrative policies, systems, and process flows in the areas of HRMIS and analytics, Recruitment and Selection, Performance Management, HR Customer Services, Compensation/Salaries and Benefits Management and Administration, Training and Development, Safeguarding, Health and Safety, Grievance and Disciplinary Procedures, ensuring these are aligned to the needs of the MCA-TL and compliant with MCC guidelines and local law.	
Duties and Responsibilities	
- Ensures effective implementation of the Compact's department HR strategy focusing on HR Business Process Areas (Recruitment and Selection, HRMIS, Training and Development, Occupational Health and Safety, Compensation Management, Disciplinary and Grievance Management, etc.). - Supports the development of Compact staff's key skills and competencies through implementation of frameworks for capacity building, talent and succession planning and other initiatives at a global level - Ensures effective management of operational service delivery by partnering management/leadership team, managing HR Business Processes including reporting - Through role modelling, challenging and influencing policy and practice, create an engaged Compact culture where staff feel valued and motivated, and managers demonstrate effective people management - Representation of the Compact in HR forums. Networking with wider MCAs HR field.	

• Act as trusted advisor and coach to leaders and with other senior managers, make choices about what are the most critical people strategies for achieving business goals. • Act as the business partner to the Compact leadership and contribute to the overall management of the department, drawing on own diagnosis, professional knowledge/experience and knowledge of the business. • Contribute to and advise on change management within the department, especially with regards to the development and shaping of the workforce and its ways of working. • Provide support and guidance to line management on case management, where necessary.			
Requirements (Education, Experience, Technical Competencies)			
• Relevant University Degree in Human Resources Management or any other similar studies. A relevant master's degree is an added advantage. • A minimum of 10 years' experience managing and implementing HR Business Processes. Exposure to good practice models is important • A minimum 3 years' experience implementing US Government projects with strong familiarity of US Government rules and regulations. Previous work experience implementing a Compact will be an added advantage. • Prior experience working on development projects in fragile states. Experience working in Timor Leste is an added advantage.			
This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.			
Original Drafted by:	Abraham Kausa	Date:	13.08.2028
Reviewed by:		Date:	
Approved by:		Date:	