



## Terms of Reference

### Legal Advisor

The National Communications Authority of Timor-Leste, formally the Autoridade Nacional de Comunicações (ANC), seeks a Legal Advisor to support its operation. The legal advisor will provide a range of legal assistance to the ANC that includes drafting undertakings and regulatory instruments, reviewing compliances, issuing legal opinion and advising the organization on legal risks, etc.

#### A. Key responsibilities and duties

1. To provide legal advice on specific issues inclusive but not limited to the Decree-Law No.15/2012 on Telecommunications Services and other relevant legislation.
2. Provision of administrative and legal support to all departments including participating in appropriate committees and provide input from a legal perspective.
3. To support contract management including the reviewing of contracts in which the ANC enters into, in order to ensure legality.
4. To monitor regulatory trends relating to the key drivers of ICT and telecommunications: convergence, competition, consumer protection, etc.
5. Drafting of contracts and other legal notices relevant to the ANC.
6. Advising the Chairman of ANC on legal risk detection and assessment including monitoring of internal and external compliance and the reporting of all legal matters to the Principal Advisor and the Chairman of ANC.
7. To support the Principal Advisor in the management of external legal consultants which includes drafting terms of reference, interacting with external consultants and ensuring timely delivery of agreed outcomes.
8. To conduct research on policy matters to ensure an improved regulatory dispensation for the ANC.

#### B. Requirement

- The candidate must have a Law Degree coupled with a minimum of 3 years of relevant experience. Admission as an Attorney/Advocate will serve as an advantage.
- Experience with or knowledge and understanding of the Timor-Leste legal/judicial system.
- Written and verbal communication skills in Portuguese, English and (ideally) Tetum.

#### C. Position details

The position will be offered as a 6- or 12- month contract.

Remuneration: to be negotiated. Applicant is invited to indicate expectation.

Location: The ANC office in Dili.