

	BUSINESS PROFESSIONAL CATEGORY A	PD CODE: ANP/PD/CS/P/005 APPROVED: G.DA SILVA CHECKED: H. PEREIRA, G. BRANCO
	POSITION DESCRIPTION	ORIGINATOR: N. FREITAS ISSUE DATE: NOVEMBER 2024 REVISION NO: 1 PAGE 1 of 4
Position Title : Procurement Sourcing Assistant Job Grade : G1 Location and Directorate : Dili, Corporate Services Position Line Reporting to : Procurement Sourcing Officer		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023 of 6th September 2023, 3rd amendment of Decree Law No. 20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo. The ANP is mandated to manage and regulate petroleum activities in the Timor-Leste area, both offshore and onshore and the area governed under the Greater Sunrise Special Regime.

2. KEY OBJECTIVES

- 2.1. Provide Supports to Procurement Sourcing Officer in relations to the procurement sourcing process of the ANP quotations collection or bidding process to the public through the direct sourcing or procurement tender process announcement;
- 2.2. Assists Procurement Sourcing Officer to prepare, organize, monitor, and implement the procurement process such as: direct sourcing or single source, RFQ, ITB or RFP;
- 2.3. Provide full Supports to Procurement Sourcing Officer on the implementation of the sourcing strategy and the procurement methods;
- 2.4. Provide Support to knowledge building and knowledge sharing.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Under the guidance and supervision of the Procurement Manager and Procurement Sourcing Officer, provides procurement services and ensuring high quality and accuracy of the work;
- 3.2 Promotes a client quality, and results-oriented approach in the Sourcing Unit;
- 3.3 In the absence of the Procurement Sourcing Officer, work directly under the guidance and supervision of Procurement Manager in organizing and conduct procurement sourcing activities such as open tender box, bid server after closing date of advertisement, issue “Good Receive Note” when receiving goods from the vendors, etc;
- 3.4 Work closely with the ANP staffs and stakeholders to implement and perform the policies and procedures in place;
- 3.5 Contact and liaise with the local and overseas newspaper agency from the request made by the ANP staffs related to the vacancy notice, tender, and/or information to be posted in media;
- 3.6 Liaise with the ANP Communication Officer to organize any procurement advertisement layout upon consulting with the Procurement Sourcing Officer;
- 3.7 Work with Procurement Sourcing Officer to collect any information from the ANP Directorates and stakeholders for quarterly, six months, and yearly sourcing reports;

- 3.8 Assist Procurement Sourcing Officer to collect and update the market price for the necessary goods and services required by the Procurement Manager or ANP Management in quarterly or yearly basis;
- 3.9 Assist in organizing and keep record the hard copy and electronics filing system of each procurement sourcing process according to the ANP filing system Procedures;
- 3.10 Ensure proper record the procurement electronic and hard copy documents;
- 3.11 Assist to update the status of the implementation of Annual Procurement Plan and update vendor data base regularly;
- 3.12 Assist Procurement Sourcing Officer in drafting and distributing or sending the RFQ's to the bidders or vendors;
- 3.13 Assist Procurement Sourcing Officer draft the price comparison table for non-tender process;
- 3.14 Prepare and submit monthly report to direct supervisor;
- 3.15 Any other duties related as directed by the supervisor and/or senior management.

4 QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Timor Leste nationality;
- 4.1.2 Have a Bachelor degree's or Diploma in Economic Management, Business Administration, Supply Chain, Commerce, Engineering and Accounting;
- 4.1.3 Have one to two years working experiences in administration and purchasing matters;
- 4.1.4 Ability to communicate fluently in English (writing, speaking, listening, reading);
- 4.1.5 Proficient in the used of Microsoft Office and Outlook.

4.2 Desirable

- 4.2.1 Experience in the Petroleum and Mining Industries;
- 4.2.2 Have valid Timor-Leste Driving License;

- 4.2.3 A high degree of self motivation, ability to prioritise work and set target
- 4.2.4 Ability to work independently and within the team;
- 4.2.5 Ability to coordinate multiple task and deal with multiple demands in an efficient manners;
- 4.2.6 Has a good command of technical and business knowledge;
- 4.2.7 Ability to communicate in Portuguese and Indonesia.