

	BUSINESS PROFESSIONAL CATEGORY A	PD CODE: ANP/PD/VP/LCE/P/002
		APPROVED: G. DA SILVA <i>[Signature]</i>
		CHECKED: Q. P. BERE, G. BRANCO
	POSITION DESCRIPTION	ORIGINATOR: E. MARTINS
		ISSUE DATE: NOVEMBER 2024
REVISION NO: 0		
Position Title : Local Content Compliance Officer Job Grade : G4 Location and Directorate : Dili, Division of Stakeholder Engagement and Local Content Enforcement Positions line reporting to : Manager – PSC Procurement		

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 To assist the PSC Procurement and Local Content in ensuring all procurement and contract execution processes are in compliance with the legal frameworks in place;
- 2.2 To assist the PSC Procurement and Local Content in conducting regular performance and compliance audits to the operators and its subcontractors;

- 2.3 To assist the PSC procurement and Local Content to provide updates and submit compliance reports to management for decision making purposes.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Provide legal support in terms of assessing the Procurement process conducted by operators and the subcontractors in all PSCs as per applicable law and standard required;
- 3.2 Provide legal opinions on various legal matters on procurement, commercial and disputes and contractual arrangement;
- 3.3 Draft and review legal documents, contracts, and agreements and monitor legal obligations under agreements to ensure ANP is acting within its statutory power;
- 3.4 Take part in the preparation of all contracts and service agreements to which the ANP is a party including assist the review of other relevant documents as required;
- 3.5 Provide legal support/or opinions to the directorate of legal commercial or other directorates whenever required;
- 3.6 Maintain strong link with government institutions and relevant department specially the Secretary State of Professional Training and Employment, General Inspectorate, Ministry Solidarity Social, Ministry of Finance and the labor union;
- 3.7 Assist in the formulation of local content guidelines, policies and procedures that align with regulatory requirements;
- 3.8 Identify potential compliance risks related to local content requirements and develop mitigation strategies;
- 3.9 Monitor changes in legislation and policies which are affecting local content obligations;
- 3.10 Collect, analyze, and report data related to local content compliance and performance;
- 3.11 Carry-out any other duties as instructed by the direct supervisor and/or Management level.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATRIBUTES

4.1 Essential

- 4.1.1 Timor-Leste Nationality;
- 4.1.2 Bachelor's degree in law,
- 4.1.3 Have 5 (five) years of experience working in private or public entities ;

- 4.1.4 Ability communicate effectively in English (writing, reading listening and speaking);
- 4.1.5 Proficient in the used of Microsoft Office

4.2 Desirable

- 4.2.1 Experienced or at least understand the training and employment including labor issues;
- 4.2.2 Good understanding on the legal framework in the onshore and offshore oil and gas activities;
- 4.2.3 Good understanding in Portuguese is an advantage;
- 4.2.4 Effective communication skills for engaging with stakeholders at all levels;
- 4.2.5 Demonstrate ability to carry-out multiple tasks and commitment to teamwork;
- 4.2.6 Strong understanding of local content regulations and compliance frameworks;
- 4.2.7 Excellent analytical skills with the ability to interpret complex data.
- 4.2.8 Possess ability to elaborate onshore and Offshore Legal Frameworks requirement on the Local Content and Procurement;
- 4.2.9 Experienced or at least understand the training and employment including labor issues.
- 4.2.10 Capable of carrying out his/her job technical/business professional job repeatedly well and meeting target and deadlines with little supervision;
- 4.2.11 Able to lead small team members on certain group of discussions.