
	<b>BUSINESS PROFESSIONAL CATEGORY A</b>	PD CODE: ANP/PD/VP/LCE/P/003
		APPROVED: G. DA SILVA 
	<b>POSITION DESCRIPTION</b>	CHECKED: E. MARTINS, G. BRANCO
	ORIGINATOR: A. SOUSA ISSUE DATE: NOVEMBER 2024 REVISION NO: 0	
<b>Position Title</b> : PSC Procurement – Contracting Strategy and Procurement Process Officer <b>Job Grade</b> : G4 <b>Location and Directorate</b> : Dili, Division of Stakeholder Engagement and Local Content Enforcement <b>Positions line reporting to</b> : Manager – PSC Procurement		

## 1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023 of 6<sup>th</sup> September 2023, 3<sup>rd</sup> amendment of Decree Law No. 20/2008 of 19<sup>th</sup> 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 Assist the Procurement Manager in coordinating the PSCs procurement assessment process;
- 2.2 Assist the PSC Procurement Manager to implement procurement strategies ensure that the PSC Procurement department aligns with all strategic goals and requirements of the ANP, especially in ensuring cost-effective in PSC procurement exercises;
- 2.3 Assist the Procurement Manager in reviewing the relevant legislation, regulations, and contracts with stakeholders to ensure all contracts are in compliance with legal requirement;
- 2.4 Assist the PSC Procurement Manager in the establishment of an online procurement database.

### 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assess operators' goods and services procurement applications in accordance with the established legal framework;
- 3.2 Compile evaluation results and prepare summary reports for the management;
- 3.3 Participate in reviewing and commenting on the annual work program and budget to ensure compliance with the procurement plan;
- 3.4 Evaluate the pre-award of the tender process from the ANP operators;
- 3.5 Assist the PSC Procurement Manager in reviewing operators' annual work program and budget;
- 3.6 Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices to manage the contract of goods and services of ANP operators;
- 3.7 Maintain and store all the procurement notifications and executed contracts on the online database for ANP records;
- 3.8 Assist the PSC Procurement Manager to evaluate existing procurement processes and identify areas for improvement to enhance efficiency and effectiveness;
- 3.9 Ensure adherence to procurement laws, regulations, and internal policies throughout the procurement process;
- 3.10 Identify potential risks in the procurement process and develop mitigation strategies.
- 3.11 Collect, analyze, and report on procurement data to inform decision-making and support strategic planning;
- 3.12 Develop key performance indicators (KPIs) to measure procurement efficiency and Effectiveness;
- 3.13 Any other duties related as required by the PSC Procurement Manager.

### 4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

#### 4.1. Essential

- 4.1.1 Timor Leste nationality;
- 4.1.2 A bachelor's degree in Accounting, Business Management, supply chain and Logistic Management

- 4.1.2 Have 5 (five) years of working experiences in managing and coordinating a large-scale construction project in either public or private sector. With proven experience in developing procurement strategies and managing supplier relationships.
- 4.1.3 Ability to communicate fluently in English (writing, reading, listening and speaking);
- 4.1.4 Proficient in the used of Microsoft Office and Outlook.

## 4.2 Desirable

- 4.2.1 Strong analytical skills with the ability to interpret complex data sets;
- 4.2.2 Excellent negotiation skills and experience in contract management;
- 4.2.3 Strong relationship-building abilities to collaborate effectively with suppliers and internal teams;
- 4.2.4 Maintain standards of conduct;
- 4.2.5 Demonstrate sound work ethics;
- 4.2.6 Database development skills;
- 4.2.7 Capable of carrying out his/her technical job repeatedly well and meeting deadlines with little supervision;
- 4.2.8 Able to lead small team members on certain group of discussion;
- 4.2.9 Has a good command of technical and business knowledge.