

	<b>BUSINESS PROFESSIONAL CATEGORY A</b>	PD CODE: ANP/PD/VP/LCE/PIA/002
		APPROVED: G. DA SILVA
		CHECKED: E. MARTINS, G. BRANCO
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: D. HALE
ISSUE DATE: NOVEMBER 2024		
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**Position Title** : **Local Content Enforcement Audit Officer**  
**Job Grade** : **G4**  
**Location and Directorate** : **Dili, Division of Stakeholders Engagement and Local Content Enforcement**  
**Positions line reporting to** : **Manager – Local Content Project Implementation and Audit**

**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 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. Assist the local content Manager for project implementation and audit to develop audit procedures and plans to prioritize audit scopes and objectives, risks, and control gaps;
- 2.2. Assist the local content manager for project implementation and audit to conduct local content audits to oil and gas operators and its sub-contractors in Timor-Leste in accordance with established standards, policies, and procedures to verify compliance

with local content regulations and ensure that all projects and contracts meet the required standards;

- 2.3. Assist the local content manager for project implementation and audit to Prepare comprehensive audit reports, summarizing findings, recommendations, and action items for management and stakeholders;
- 2.4. Assist the local content manager for project implementation and audit to track key performance indicators related to local content plan implementation analysing data to inform strategic decisions.

### 3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Assess and review the local content report submitted by the oil and gas operators in Timor-Leste;
- 3.2. Assist the local content manager for project implementation and audit to conduct audit to the oil and gas operators and its sub-contractors in Timor-Leste;
- 3.3. Assist local content manager for project implementation and audit to prepare detailed report on audit findings compliance levels and recommendation for improvement to be submitted to the ANP management;
- 3.4. Monitor the implementation of audit recommendations and track progress against audit findings and recommendations;
- 3.5. Assist the local content manager for project implementation and audit to coordinate and organize internal and external meetings, events in relation to local content enforcement audit as required;
- 3.6. Facilitate training sessions for local suppliers to disseminate compliance requirements and audit standard principals for local suppliers operational capabilities;
- 3.7. collaborate with existing operators in Timor-Leste to understand business operations, identify audit priorities, and provide guidance on risk-based auditing;
- 3.8. Assist the local content manager for project implementation and audit to organize training sessions for local suppliers to improve local suppliers' understanding of compliance requirements and enhance their operational capabilities.
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## 4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

### 4.1 Essential

- 4.1.1. Timor-Leste Nationality;
- 4.1.2. Bachelor's degree in Accounting, Finance and Supply Chain Management;
- 4.1.3. Have 5 (five) years of experience in internal audit, procurement, supply chain management, accounting, or financial analyst;
- 4.1.4. Ability to communicate fluently in English (writing, reading, listening speaking)
- 4.1.5. Proficient in the used of Microsoft Office, Outlook and Windows Operating System.

### 4.2 Desirable

- 4.2.1 Understand the local content auditing process;
- 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 Professional certification (e.g., CPA, CMA) is desirable;
- 4.2.5 Ability to work independently with minimal supervision;
- 4.2.6 Ability to manage multiple tasks efficiently while maintaining attention to detail;
- 4.2.7 Familiarity with auditing standards, regulations, and industry best practices’;
- 4.2.8 Strong analytical, communication, attention to details and project management skills;
- 4.2.9 Capable of carrying out his/her job technical/business professional job repeatedly well and meeting target and deadlines with little supervision;
- 4.2.10 Able to lead small team members on certain group of discussions.