
	BUSINESS PROFESSIONAL CATEGORY B	PD CODE: ANP/PD/VP/SE/002
		APPROVED: G. DA SILVA 
	POSITION	CHECKED: Q. P. BERE, G. BRANCO
	DESCRIPTION	ORIGINATOR: E. MARTINS
		ISSUE DATE: NOVEMBER 2024
		REVISION NO: 0
Position Title : Stakeholder Administrative Support Officer		
Job Grade : G4		
Location and Directorate : Dili, Division of Stakeholder Engagement and Local Content Enforcement		
Positions line reporting to : Manager - Stakeholder Engagement		

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. responsible for providing comprehensive administrative support to facilitate effective communication and collaboration among various stakeholders;
- 2.2. works in close collaboration with other administrative staff and project teams to support the stakeholders' engagement programs effectively;

2.3. ensures that in carrying out the stakeholder needs are met in compliance with legislative and organizational policies.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Provide high-level administrative services, including managing correspondence, scheduling meetings, and preparing documentation;
- 3.2 Act as a liaison between stakeholders and the organization, addressing inquiries, resolving issues, and facilitating communication;
- 3.3 Assist with budgeting such as budget preparation, expense tracking, and processing invoices to ensure compliance with public sector accounting standards;
- 3.4 Maintain accurate records in compliance with organizational policies, ensuring accessibility and confidentiality of information;
- 3.5 Organize meetings and events, including logistics such as venue bookings, catering arrangements, and resource allocation;
- 3.6 Work collaboratively with various teams to support stakeholders program objectives and enhance stakeholder relationships;
- 3.7 Carry out relevant task as required by direct supervisor and management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATRIBUTES

4.1. Essential

4.1.1. Timor-Leste Nationality;

4.1.2. Bachelor degree's in Public Administration, Business Administration and Management;

- 4.1.3. Have 5 (five) years of working experience in administrative roles or stakeholder management is highly desirable;
- 4.1.4. Ability to communicate fluently in English (writing, reading listening and speaking);
- 4.1.5. Proficiency in the used of Microsoft Office, Outlook and database management systems.

4.2. Desirable

- 4.2.1 Ability to manage multiple task efficiently while maintaining attention to details;
- 4.2.2 A high degree of self-motivation, ability to prioritise work and set targets, and time management;
- 4.2.3 Has a good command of technical and business knowledge;
- 4.2.4 Capable of carrying out his/her job in related to administration and meeting target and deadlines with less supervision;
- 4.2.5 Confidence and discretion;
- 4.2.6 Ability to manage multiple tasks efficiently while maintaining attention to detail.

