

	<b>BUSINESS PROFESSIONAL CATEGORY</b> A	PD CODE: ANP/PD/VP/SE/003
		APPROVED: G. DA SILVA 
	<b>POSITION DESCRIPTION</b>	CHECKED: E. MARTINS, G. BRANCO 
		ORIGINATOR: L. RAHARJO
ISSUE DATE: NOVEMBER 2024		
		REVISION NO: 0 PAGE 1 of 5
<b>Position Title</b> : <b>Local Authority and Community Engagement Officer</b>		
<b>Job Grade</b> : <b>G4</b>		
<b>Location and Directorate</b> : <b>Dili, Division of Stakeholder Engagement and Local Content Enforcement</b>		
<b>Positions line reporting to</b> : <b>Manager – Stakeholder Engagement</b>		

## 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 stakeholder engagement manager to develop and facilitate communication to connect with diverse community groups, organizations, and stakeholders;
- 2.2. Assist the stakeholder engagement manager to build and maintain relationships with key stakeholders, including community leaders, organizations, and government agencies;

- 2.3. Assist the stakeholder engagement manager to identify and develop partnerships with organizations, businesses, and individuals to advance shared interests and goals;
- 2.4. Assist the stakeholder engagement manager to track and report on program metrics, outcomes, and impact, using data to inform decision-making and improve programming in ensuring proactive stakeholders support to the oil and gas operations onshore.

### 3. **PRINCIPAL ACCOUNTABILITY**

- 3.1. Establish stakeholder's database in national and community level.
- 3.2. Supporting the stakeholder engagement manager to implement the community engagement plan.
- 3.3. Facilitating partnership with local authorities and cultural elders to ensure that the oil and gas project in onshore are well executed.
- 3.4. Identify the community leader and cultural elders affected during the onshore oil and gas activities.
- 3.5. Assist stakeholder engagement manager to conduct dissemination of information on oil and gas operating and standard requirements for awareness raising and their assistance and support.
- 3.6. Assist the stakeholder engagement manager to coordinate and organize internal and external meetings, events in relation to stakeholder engagement as required.
- 3.7. Prepare activity reports and recommendations to the ANP management.
- 3.8. Carry out Any other duties as required by the direct supervisor and management.

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

#### 4.1. **Essential**

- 4.1.1. Timor-Leste Nationality;
- 4.1.2. Bachelor's degree in Community Development and Social Work;
- 4.1.3. Have 5 (five) years of working experience in community outreach, program development, or social work;
- 4.1.4. Ability to communicate fluently in (writing, reading, speaking, and listening);
- 4.1.5. High degree of computer literacy in Microsoft Office, Outlook, Teams.



**4.2. Desirable**

- 4.2.1. Wide range of networking and knowledgeable of government, private, cultural context of Timor-Leste;
- 4.2.2. Good understanding on the cultural settings in Timor-Leste;
- 4.2.3. Good understanding in Portuguese is an advantage;
- 4.2.4. Strong analytical, communication, diplomacy, negotiation skills, problem-solving skills and project management skills;
- 4.2.5. Ability to work independently with minimal supervision;
- 4.2.6. Familiar with Timor-Leste cultural, especially in Covalima, Bobonaro, Same, Ainaro, Manatuto, Viqueque and Lospalos;
- 4.2.7. Capable of carrying out his/her job technical/business professional job repeatedly well and meeting target and deadlines with little supervision;
- 4.2.8. Able to lead small team members on certain group of discussions.