

	AUDIT OFFICER	PD CODE: ANPM/PD/SA/004 APPROVED : GUALDINO DA SILVA <i>[Signature]</i>
	POSITION DESCRIPTION	CHECKED: EDGAR DA COSTA <i>[Signature]</i>
ORIGINATOR: OSCAR. S. FARIA <i>[Signature]</i>		
		ISSUE DATE : 25 May 17
		REVISION NO: 2
<p>Position Title : Audit Officer</p> <p>Location and Department : Dili, Single Auditor Unit</p> <p>Reporting Relationships : Refer to Organisation Chart of ANPM</p> <p>Position line reports to : Single Auditor</p> <p>Positions line reporting to : Refer to Organisation Chart of ANPM</p>		

1. ROLE SUMMARY

Under the Decree Law No.1/20016 of 09 February, 1st amendment of Decree Law No.20/2008 of the 19th of June, the Single Auditor is an organ responsible for monitoring legality, regularity, and proper financial and patrimonial management of the ANPM. The Single Auditor provides independent, objectives assurance on the effectiveness of risk management and the effectiveness and adequacy of internal controls as well as consulting activity as value added for improvement of the ANPM's operations. Work is performed within the ANPM Internal Audit Policy and Procedures which make reference to the Instituted of Internal Auditors" International Standards for the Professional Practice of Internal Auditing".

2. KEY OBJECTIVES

- 2.1 To assist the Single Auditor, by using various internal audit tools, investigation and analysis techniques, to ensure the ANPM's financial, operational, and compliances system are administered and the execution of it is in accordance with the applicable legal frameworks.
- 2.2 Examining, evaluating and monitoring ANPM risk profiles and effectiveness and adequacy of internal controls established within the ANPM.
- 2.3 To assist the Single Auditor in achieving the set objectives in line with relevant ANPM Strategic Action Plan.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Perform Internal Controls testing on Administration, Human Resource & Training, Finance, Procurement and Travel and other internal controls within the Corporate Service Directorate.
- 3.2. Maintain a continuous review of expenditures and budget execution of ANPM in compliance with policies and procedures.
- 3.3. Assist the Single Auditor to review the ANPM's budget proposal in each calendar year.
- 3.4. Assist the Single Auditor to perform internal audit on petroleum, mineral and downstream revenue receipt and produce a draft report
- 3.5. Review Financial Report of the ANPM for adequacy and appropriateness of the financial report system and produce a draft report.
- 3.6. Ensure all audit working papers and files, including audit reports are well documented
- 3.7. Follow up all audit findings and recommendations presented by External Auditor, Tribunal de Contas, Internal Auditor or any other types of audit perform to the ANPM.
- 3.8. Assist the Single Auditor in developing and maintaining the Single Auditor Unit's three years Strategic Audit Plan (SAP), including Annual Risk based Planning.
- 3.9. Assist the Single Auditor to assess and monitor the ANPM's SAP implementation progress base on each indicator provided.
- 3.10. Update risk and controls implementation matrix as well as present all findings and recommendations status to the Single Auditor on regular basis.

69

3.11. Actively involve in personal development, including attending of any relevant trainings and certificates such as International Organization Standards and also certified Government Auditing professional (CGAP) Certification.

3.12. Any other duties as assigned by the supervisor or management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Required Skills and Experiences

4.1.1 Essential

- University degree in Accounting, Management, Economics or related field.
- Timor-Leste Nationality.
- Certification in Accounting and Finance would be desirable
- A minimum of two years of progressively responsible finance experience is required at national or international level
- Experience in Internal Auditing is desirable
- Experience in the usage of computer and office software package (MS word, excel, etc) and advance knowledge of spreadsheet and database package.
- Fluency in English is highly required (both speaking and writing)
- Demonstrate teamwork include embrace extra responsible and build team morale and consensus
- Strong corporate commitment, demonstrates integrity and fairness, complies with ANPM policies and procedures and code of conduct
- High level of task management skills include produces timely, and quality outputs, develop creative solutions, exercise sound judgment/analysis and able to handle multiple task
- A high level building and sharing knowledge includes good presentation skill and convincingly.

4.2 Desirable:

4.2.1 Proficiency in Portuguese

4.2.2 Listens actively and response effectively