

	<b>OFFICER</b>	PD CODE: ANPM/PD/CS/A&P/006
		APPROVED : G. DA SILVA
	<b>POSITION DESCRIPTION</b>	CHECKED: D. MARTINS
		ORIGINATOR: P. SIMOES
		ISSUE DATE : SEP. 2017
		REVISION NO: 0
<p><b>Position Title</b> : Procurement Sourcing Officer</p> <p><b>Location and Department</b> : Dili</p> <p><b>Reporting Relationships</b> : Refer to Organisation Chart No: ANPM</p> <p><b>Position line reports to</b> : Administration and Procurement Manager</p> <p><b>Positions line reporting to</b> : Refer to Organisation Chart of ANPM</p>		

## 1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 1/2016 of 9th February, 1st amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore and in the Joint Petroleum Development Area (JPDA) in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, the Timor Sea Treaty and the Mining Code.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste

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## **2. KEY OBJECTIVES**

- 2.1 Assist all directorates with day-to-day procurement sourcing;
- 2.2 Develop Procurement Sourcing Procedure
- 2.3 Assist the Administration & Procurement Manager and Director –Corporate Services in achieving the goals of the Directorate and the Organisation.

## **3. PRINCIPAL ACCOUNTABILITIES**

- 3.1 Develop and review Procurement Sourcing procedures in-line with procurement policy;
- 3.2 Implement Procurement Policy and Procurement procedures to ensure the procurement of goods and services are accountable and transparent manners;
- 3.3 Provide suggestion of changes in regard to the procurement policy amendments;
- 3.4 Ensure the Annual procurement plan submitted to Procurement Section in every end of year, and Bi-Annual Procurement Plan is submitted in middle of the year prior conducting procurement of goods and services;
- 3.5 Ensure the procurement requisition form is completed prior to approaching the market;
- 3.6 Organize the ANPM procurement advertisement/outourcing and include preparing the work order;
- 3.7 Update vendor database and submit to Admin & Procurement Manager and Corporate Service Director for approval;
- 3.8 Collect procurement quotations or Proposal;
- 3.9 Work with project owner to prepare Justification memo in the absence of insufficient number of vendors during procurement process;
- 3.10 Organize and assist procurement panel members to open the tender box and bid server after the closing date of the advertisement and ensure Single Auditor representative is involved in this occasion;
- 3.11 Work with Logistic Officer and relevant directorate to issue “Good Receive Note” when receiving the goods from the vendor;
- 3.12 Maintain and organize procurement sourcing filing and the management system;
- 3.13 Provide monthly, quarterly and annual procurement sourcing report to Admin & Procurement Manager;
- 3.14 Organize all process Procurement files in electronic and hard copy;
- 3.15 Any other duties related as directed by the supervisor and/or senior management.





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

### **4.1 Essential**

- 4.1.1 Bachelor degree in Economic Management, Business Administration or any equivalent bachelor degree;
- 4.1.2 Three (3) years working experience in procurement sourcing;
- 4.1.3 Timor-Leste National;
- 4.1.4 A high degree of self motivation, ability to priorities work, use initiative and set targets;
- 4.1.5 High degree of computer literacy;
- 4.1.6 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.1.7 Ability to communicate fluently in English and Tetum (written and verbal).

### **4.2 Desirable**

- 4.2.1 Extensive practical use of computerised systems incorporating:
  - Keyboard skills of 80 wpm.
  - Comprehensive knowledge of:
    - Microsoft Office 2010 and
    - Lotus Notes R5 or equivalent.
  - Good working knowledge of:
    - Internet
- 4.2.2 Current First Aid Qualification.

