

	MANAGERS	PD CODE: ANPM/PD/CS/P/001 APPROVED: G. DA SILVA  CHECKED: E. DA COSTA
	POSITION DESCRIPTION	ORIGINATOR: D. MARTINS ISSUE DATE: 1 Sep 19 REVISION NO: 4 PAGE 1 of 4
<p>Position Title : Manager - Procurement</p> <p>Location and Department : Dili, Corporate Services Directorate</p> <p>Reporting Relationships : Director – Corporate Services</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p>		

1. ROLE SUMMARY

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's body responsible for managing and regulating petroleum and mineral activities in the Timor-Leste's Exclusive Jurisdiction Areas and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT). The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation, processing 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.

2. KEY OBJECTIVES

- 2.1 Assist the ANPM with day-to-day procurement functions;
- 2.2 Provide full procurement supports to the ANPM Team;
- 2.3 Supervise and manage the procurement staff;
- 2.4 Assist the Director – Corporate Services in achieving the goals of the Directorate and the Organisation.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Develop, amend and implement the ANPM's procurement policies and procedures to ensure items are procured in an accountable and transparent manner;
- 3.2 Regularly socialise new procurement policy and procedure to staff to ensure that all the ANPM staff are well aware of approval policy and procedure in place;
- 3.3 Frequently monitoring the Timor-Leste Procurement Regime and inform the Director – Corporate Services if any changes or amends are made;
- 3.4 Develop the ANPM's procurement risk assessment and its risk mitigations under the Procurement Annual Plan and Procurement Recommendation;
- 3.5 Expect for Administration department vendor, supervisor and conduct the evaluation to ANPM's vendor performance and expired date;
- 3.6 Submit the evaluation of vendor performance and expire date to President and Director – CS including the recommendation;
- 3.7 Develop and amend ANPM's Vendor Performance Evaluation procedure in order to facilitate point 3.5 above;
- 3.8 Work with the legal team to develop and revise the ANPM's vendors contract template;
- 3.9 Manage the ANPM vendor contract list;
- 3.10 Research, draft and type correspondence, compile statistical reports and undertake special projects for the Director – Corporate Services ;

- 3.11 Submit the Procurement monthly, quarterly and yearly report to Director – Corporate Services;
- 3.12 Maintain the Procurement filing system including the documents disposal and documents retention for Procurement Department;
- 3.13 Implement ISO – 27001 and ISO – 9001 within the Procurement Department;
- 3.14 Act as the focal point for the development and the implementation of the Procurement Strategic and Action Plans;
- 3.15 Develop Procurement annual budget and ensure that Procurement work programs execute according to the approval budget in place;
- 3.16 Ensure that Procurement team has competency matrix and training development programs based on the competency matrix assessment result;
- 3.17 Ensure to perform coaching and mentoring to subordinates to ensure transfer of knowledge and skills;
- 3.18 Any other related duties as required by the supervisor and management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Bachelor degree in Economic, Finance, Engineering, Management, or any other University qualification related to the procurement;
- 4.1.2 Five years working experience in the role of procurement Management;
- 4.1.3 Has attended the various Procurement training programs including frauds and corruption awareness;
- 4.1.4 Timor-Leste National;
- 4.1.5 A high degree of self-motivation, ability to priorities work, use initiative and set targets;
- 4.1.6 High degree of computer literacy;

4.1.7 Ability to demonstrate a high level of confidentiality, leadership and business ethics;

4.1.8 Ability to communicate fluently in English (writing, reading, listening and speaking).

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.