	OFFICER	PD CODE: ANPM/PD/CS-P/003
		APPROVED: G. DA SILVA
		CHECKED: D. MARTINS & E. DA COSTA
	POSITION DESCRIPTION	ORIGINATOR: H. PEREIRA
		ISSUE DATE: 1 JUL 2020
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Position Title	**: Procurement Management and System Officer**
Location and Directorate	**: Dili, Procurement Department - Corporate Services**
Reporting Relationships	**: Procurement Manager**
Positions line reporting to	**: Refer to Organisation Chart No: ANPM**

1. ROLE SUMMARY

The Autoridade Nacional do Petroléo 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 and distribution of petroleum natural gas resources and mineral. With the entry into force of Maritime Boundary Treaty, the ANPM is also tasked to facilitate the implementation of Bayu-Undan special regime on Migration and Labor in coordination with relevant ministries and government agencies to control visa processes and Bayu-undan personnel movement as well as other clearances related to Bayu-Undan activities.

2. KEY OBJECTIVES

2.1. Assist & Support all the directorates with day-to-day procurement process;

2.2. Identify and provide the procurement services to the Procurement Manager;

2.3. Develop the procedures related to the ANPM procurement of goods and services;

2.4. Assist the Procurement Manager and Director – Corporate Services in achieving the goals of the Directorate and the Organisation.

3. PRINCIPAL ACCOUNTABILITIES

3.1 Develop and review the procurement guidelines and procedures according to the procurement policy and best practices;

3.2 Monitor & implement procurement policy and procedures to ensure the procurement goods and services are procured in an accountable and transparant manner;

3.3 Provide recommendation of changes with regards to the procurement policy amendments;

3.4 Prepare Procurement services completion certificate & letter for approval;

3.5 Verify procurement related invoices prior to submission for payment, when required;

3.6 Coordinate with the Project owner to develop the procurement specifications/Terms of References (ToR) prior to conduct the procurement quotation/proposal collection or tender/bid;

3.7 Facilitate the ANPM procurement internal panel team through meeting including draft procurement matrix to be confirmed by the Manager Procurement, minutes meeting and tender approval administration;

3.8 Prepare the comparison table after the quotations submitted by the Procurement Sourcing Officer;

3.9 Assist the Procurement Manager to identify ANPM's Procurement risk and mitigation;

3.10 Create Purchase Order (PO) based on the PO Procedure and send to the successful bidder, when approved;

3.11 Maintain and update the ANPM vendor's contract database in time-to-time after signing of the contract;

3.12 Monitor and advice the Procurement Manager on vendor contract expired (at least two months in advance);

3.13 Ensure and organize the ANPM Procurement Filling and Management Systems including archiving system;

3.14 Provide monthly, quarterly and annual procurement report to the Procurement Manager;

3.15 Implement ISO 27001 and ISO 9001 within the Procurement Department;

3.16 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 Has Bachelor degree in Accounting, Economic, Management, Engineering, Business, Commerce, and International Trade;

4.1.2 At least one year of procurement experience with an international organisation, including some international procurement;

4.1.3 Experience in project management;

4.1.4 Ability to speak English (Both writing and verbal);

4.1.5 Advanced computer skills, particularly internet and MS Excel;

4.1.6 Hold Timor-Leste valid driver's licence;

4.1.7 Ability to coordinate multiple tasks and deal with multiple demands in an efficient manner;

4.1.8 A high degree of self-motivation, ability to prioritise work and set targets;

4.1.9 Demonstrated commitment to teamwork,

4.1.10 Good understanding of sensitivities in a multi-cultural working environment.

4.2. **Desirable**

4.2.1 Tertiary degree in Logistic Management;

4.2.2 Portuguese language skills;

4.2.3 Current first Aid qualification.