

	ASSISTANT	PD CODE: ANPM/PD/SAU/005
		APPROVED: F. FERREIRA <i>[Signature]</i> 12/11/20
	POSITION DESCRIPTION	CHECKED: E. DA COSTA & O. FARIA
		ORIGINATOR: E. FATIMA
		ISSUE DATE: OCT 2020
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Position Title : Junior Risk & Compliance Auditor		
Location and Department : Dili, Single Audit Unit		
Reporting Relationships : Manager - Risk & Compliance		
Positions line reporting to : Refer to Organisation Chart No: ANPM		

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. The ANPM also tasked to regulate mineral operations activities in the territory of Timor-Leste in accordance with the applicable legal frameworks. Under the Decree Law 27/2019, of 27th August, , 2nd amendment of Decree-Law No. 20/2008 of 19th 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 (IIA), and International Standards for the Professional Practice of Internal Auditing (ISPPA).

2. KEY OBJECTIVES

- 2.1 To assist the Manager - Risk & Compliance, 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 To assist the Manager - Risk & Compliance in examining, evaluating and monitoring ANPM risk profiles and effectiveness and adequacy of internal controls established within the ANPM;
- 2.3 To assist the Manager - Risk & Compliance to assess the performance of the ANPM's Strategic Action Plan;

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Assist Manager - Risk & Compliance to assess the performance of the ANPM's Strategic Action Plan;
- 3.2. Assist Manager - Risk & Compliance to carry out risk and control assessment over the corporate service directorate i.e. Human Resource, Training and Travel, Corporate Finance, Procurement and Administration, including Information and Technology others within the CS Directorate;
- 3.3. Assist Manager - Risk & Compliance to carry out risk and control assessment over the Petroleum, Mineral Revenue Collection and Deposit as well as Downstream Revenue and their associated operations;
- 3.4. Assist Single Auditor and Manager - Risk & Compliance to carry out Quality Management System (ISO9001:2015) internal audit and prepare draft report for review and approval;
- 3.5. Assist Single Auditor and Manager - Risk & Compliance to carry out Information Security Management System (ISO27001:2013) internal audit and prepare draft report for review and approval;

- 3.6. Assist the Single Auditor and Manager - Risk & Compliance to carry out the compliance audit of internal policies and procedures implementation;
- 3.7. Be part of any investigation team which required the Single Audit Unit team involvement;
- 3.8. Originate or draft policies, manual and procedures, which may deem relevant to risk and control assessment practice;
- 3.9. Ensure all audit working papers and files, including audit reports are well documented;
- 3.10. Follow up all audit findings and recommendations presented by External Auditor, Tribunal de Contas, Internal Auditors or any other types of audit perform to the ANPM;
- 3.11. Assist Manager - Risk & Compliance to update risk and controls implementation matrix as well as present all findings and recommendations status to the Single Auditor on regular basis;
- 3.12. Actively involved in personal development program, including attending any relevant training and certification such as International Organization Standard (ISO) and Certified Internal Audit (CIA);
- 3.13. Any other duties as directed by the supervisor and/or senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 University degree in Accounting, Management, and Economics;
- 4.1.2 Timor-Leste Nationality;
- 4.1.3 A minimum of one year or progressively responsible in accounting, finance or compliance is required;

- 4.1.4 Experience in the usage of computer and Microsoft Office Software such as (Ms. Word, Power Point, Teams, Outlook) and advance knowledge of spreadsheet and database package;
- 4.1.5 Fluency in English is highly required (both speaking and writing);
- 4.1.6 Demonstrate quick analytical thinking, teamwork include embrace extra responsible and build team with morale and consensus;
- 4.1.7 Strong corporate commitment, demonstrate integrity and fairness, complies with ANPM policies and procedures and code of conduct;
- 4.1.8 High level of task management skills include produces timely, and quality outputs, develop creative solutions, exercise sound judgement/analysis and able to handle multiple task;
- 4.1.9 A high-level building and sharing knowledge include good presentation skill and convincingly.

4.2 Desirable,

- 4.2.1 Certification in Accounting and Finance or Economics would be desirable
- 4.2.2 Proficiency in Portuguese
- 4.2.3 Listens actively and response effectively