	ASSISTANT	**PD CODE:** ANPM/PD/CS/IT/008
		APPROVED: F. FERREIRA
		CHECKED: R. FREITAS & D. MARTINS
	POSITION DESCRIPTION	**ORIGINATOR:** M. FERNANDES
		ISSUE DATE: July 2021
		REVISION NO: 0
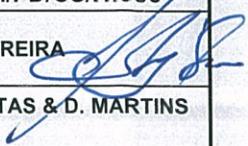
Position Title	: IT System Analyst Assistant
Location and Department	: Dili, Information Technology & Communication
Reporting Relationships	: IT System Analyst Officer
Positions line reporting to	: Refer to Organisation Chart No: ANPM

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 Labour 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 Act as a System Analyst Assistant under IT Department to assist in managing ANPM business information systems;

2.2 Assist in providing technical support and recommendation in assessing new IT software development projects and initiatives to support and enhance existing business system or applications;

2.3 Assist in identifying opportunities that can improve the efficiency of ANPM business process through the software development projects.

3. PRINCIPAL ACCOUNTABILITIES

3.1 Assisting in performing In-House Software Development to improve the ANPM business through developing and programming the new business applications and information system including database design;

3.2 Assisting in controlling and managing outsourced relationships for the third-party software applications and programming consultant and suppliers for ANPM business applications;

3.3 Assisting in enhancing and improving the existing business system or application software through:

- Identifying modifications needed in existing ANPM business applications to meet changing user requirements;

- Analysing data contained in the business database and identify data integrity issues with the existing system and propose and implement new solutions.

3.4 Assisting in promoting the ISO 27001 implementation for both In-house and third-party software application development through integrating the Software Engineering Principal Control and Secure Development Policy;

3.5   Assisting in developing and maintaining installation and configuration procedures including user manual for ANPM business applications, ANPM website, software applications, and database system;

3.6   Assisting in analysing ANPM business requirements and performing feasibility studies for software application development;

3.7   Assisting in providing database administration to ensure data confidentiality, availability, and integrity for ANPM business databases such as Microsoft SQL Server, MySQL, and Lotus Notes Application including data modelling, capacity management, performance tuning, and backup plan;

3.8   IT Service Standard:

- Assisting in promoting ISMS Policy and Procedures to ANPM staff.

- Provide assistance and advice to the ANPM users in the effective use of applications and information technology.

- Maintain the highest ethical standards and confidentiality in dealing with ANPM staff and the IT team.

3.9   Coordinate with others IT officers to provide IT operational support:

- Assist and support business application administration.

- Assist and support database system administration.

- Troubleshoot technical issues for the software application.

- Assist IT system administrator in application installation and testing.

- Assist IT Security Officer to perform risk management, incident management, and business continuity plan for ANPM business application and database system.

- Assist IT Helpdesk Administrator Officer and IT Helpdesk Assistant in general IT issues reported by end-users

3.10   Liaise with ANPM IT consultants and suppliers based on the service level agreement relating to escalating IT requests and IT service consultancy for outsourced applications;

3.11   Any other related duties or tasks as directed by supervisor and/or senior management.

4.   QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1.   Essential

4.1.1   Tertiary qualifications in computer science or relevant Information and Technology courses and professional certification in software development and database administration;

4.1.2   Have experience with a minimum of 1-2 years in software development and database administration such as Microsoft SQL Server or MySQL;

4.1.3   Have basic experience in using open-source content management systems and Linux Server operating systems;

4.1.4   Timor-Leste National;

4.1.5   Proficient in, JavaScript, HTML, and CSS codes;

4.1.6   Have the technical problem-solving ability, troubleshooting, and knowledge of approaches, tools, and techniques for the software application;

4.1.7   Have basic knowledge of information system, applications, databases, and their interrelationships;

4.1.8   A high degree of self-motivation to perform the job, managing multiple tasks, and able to set priorities;

4.1.9   Fluent in English

4.1.10 Willing to work under pressure.

4.2   Desirable

4.2.1   Have basic knowledge of Bootstrap CSS;

4.2.2   Good interpersonal skills;

4.2.3   Ability to work and communicate effectively team and contributing to multi-disciplinary and multi-cultural teams;

4.2.4   Strong team players - able to work with the team as well as independently;

4.2.5   Portuguese language skills.