

	<b>ASSISTANT</b>	PD CODE: ANPM/PD/CS/P/005
		APPROVED: F. FERREIRA <i>[Signature]</i> 19/01/22
	<b>POSITION DESCRIPTION</b>	CHECKED: D. MARTINS & H. PEREIRA
		ORIGINATOR: N. FREITAS
ISSUE DATE: JAN 2022		
		REVISION NO: 0 PAGE 1 of 4
<b>Position Title : Procurement Sourcing Assistant</b> <b>Location and Department : Dili, Procurement – Corporate Services Directorate</b> <b>Reporting Relationships : Procurement Sourcing Officer</b> <b>Positions line reporting to : Refer to Organisation Chart No: ANPM</b>		

### 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 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/SCOPE OF WORK

- 2.1. Provide Supports to Procurement Sourcing Officer in relations to the procurement sourcing process of the ANPM quotations collection or bidding process to the public through the direct sourcing or procurement tender process announcement;
- 2.2. Assists Procurement Sourcing Officer to prepare, organize, monitor, and implement the procurement process such as: direct sourcing or single source, RFQ, ITB or RFP;
- 2.3. Provide Supports to Procurement Sourcing Officer on the implementation of the sourcing strategy and the procurement methods;
- 2.4. Provide Support to knowledge building and knowledge sharing.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Under the guidance and supervision of the Procurement Manager and Procurement Sourcing Officer, provides procurement services and ensuring high quality and accuracy of the work;
- 3.2 Promotes a client quality, and results-oriented approach in the Unit;
- 3.3 In the absence of the Procurement Sourcing Officer, work directly in organizing and conduct procurement sourcing activities such as open tender box, bid server after closing date of advertisement, issue “Good Receive Note” when receiving goods from the vendors, etc.;
- 3.4 Work closely with the ANPM staffs and stakeholders to perform the policies and procedures in place;
- 3.5 Contact and liaise with local and overseas newspaper agency from the request made by ANPM staffs related to vacancy notice, tender, and/or information to be posted in media;

- 3.6 Liaise with ANPM Communication Officer to organize any procurement advertisement layout upon consulting with the Procurement Sourcing Officer;
- 3.7 Work with Procurement Sourcing Officer to collect any information from ANPM Directorates and stakeholders for quarterly, six months, and yearly sourcing reports;
- 3.8 Assist Procurement Sourcing Officer to collect and update the market price for the necessary goods and services required by ANPM in quarterly or yearly basis;
- 3.9 Assist in organizing and keep record the hard copy and electronics filing system of each procurement sourcing process according to the ANPM filing system Procedures;
- 3.10 Ensure proper record the procurement electronic and hard copy documents;
- 3.11 Assist to update the status of the implementation of Annual Procurement Plan and update vendor data base regularly;
- 3.12 Assist drafting and distributing or sending RFQ's to the bidders;
- 3.13 Assist Procurement Sourcing Officer draft price comparison table for non-tender process;
- 3.14 Prepare and submit monthly report to direct supervisor;
- 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 Have a Tertiary qualification in Economic Management, Business Administration, Supply Chain, Commerce, and Accounting;
- 4.1.2 At least two years working experiences in administration and purchasing matters;
- 4.1.3 Timorese Nationality;

- 4.1.4 Ability to communicate fluently in English (writing, speaking, listening and reading);
- 4.1.5 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.6 Ability to work independently and within the team;
- 4.1.7 Proficient in the use of the Microsoft office programs and Outlook.

## 4.2 Desirable

- 4.2.1 Experience in the Petroleum and Mining Industries;
- 4.2.2 Have valid Timor-Leste Driving License;
- 4.2.3 Ability to communicate in Portuguese and Indonesia.

# RECRUITMENT POLICY

## DECISION TO FILL VACANCY

ANPM – HR

Directors should start planning immediately a vacancy occurs or as soon as it is known that a vacancy will be occurring by considering the following. The directors or supervisors need to fill in this form and submit to HR. This form needs to be submitted for HR for Recruitment Plan before the advertisement the vacancy. This form based on ANPM/05/03/02 Rev 1 Recruitment Policy clause “3.2 Decision to Fill a Vacancy.”

**Name of the Position: Procurement Sourcing Assistant**

Questions	Answers
Does the job need to be filled?	Yes, Because the current staff who has resigned from current post to pursue carrier journey outside of the ANPM.
What are the implications of not filling the vacancy?	It would be giving an overlap task to PSO.
What is the best method for filling the vacancy?	Recruitment and selection process.
Do any aspects of the duties need to be changed to reflect current job requirements?	Yes, has been changed and reflect to current job required as Accountabilities listed in PD
What are the skills and qualities required to perform the duties?	Have a Tertiary qualification in Economic Management, Business Administration, Supply Chain, Commerce, and Accounting; and at least two years working experiences in administration and purchasing matters.
Do the current hours fit the duties?	The duties are to be fulfilled by a full-time job position.
Does the budget allow for the vacancy to be filled?	Yes, it does.
When is a candidate expected to join the ANPM?	Since this position is replacement for staff who resigned, the new staff is required to be joined soon.

Date: 4<sup>th</sup> of Jan 2021

Approved by

  
Humberto Pereira  
Manager – Procurement

Received by

  
Edgar da Costa  
Manager - HR