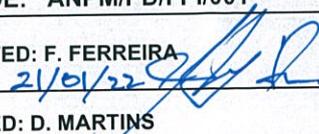


	EXECUTIVE	PD CODE: ANPM/PD/FPI/001 APPROVED: F. FERREIRA <i>21/01/22</i>  CHECKED: D. MARTINS
	POSITION DESCRIPTION	ORIGINATOR: E. DA COSTA ISSUE DATE: JULY 2021 REVISION NO: 0 PAGE 1 of 5
Position Title : Director – Corporate Finance, Procurement and ICT Location and Directorate : Corporate Finance, Procurement and ICT Reporting Relationships : President of the ANPM 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. With the entry into force of Maritime Boundary Treaty, 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.

2. KEY OBJECTIVES

- 2.1 Direct and coordinate all Corporate Finance, Procurement and ICT daily activities within the ANPM;
- 2.2 Manage and supervise the function and staff of the Corporate Finance, Procurement and ICT Directorate;
- 2.3 Report to the ANPM President, MCM and Board of Directors related to the financial reports;
- 2.4 Manage and supervise Corporate Finance, Procurement and ICT Directorate's Staff, with emphasize on goals, team work, motivation, established system, and effective prioritization.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Ensure the development of Corporate Finance, Procurement and ICT Directorate annual plan and strategic action plan;
- 3.2. Manage the ANPM Financial budget expense and capital budgeting process, including providing management team with budget guidance, timeline, tools, and budget and expenses report presentations to the President, MCM and Board of Directors;
- 3.3. Develop and communicate a procurement business plan and implement long-term goals for the directorate in order to promote effectiveness and efficiency;
- 3.4. Oversee contract development and administration of procurement matters, and centralized procurement programs that adds value and efficiency to the ANPM;
- 3.5. Ensure that the ANPM has the financial, procurement and ICT systems, policies, procedures, internal controls, segregation of duties and security access in place to safe guard assets and data; to prevent or detect fraud and conflicts of interest;
- 3.6. Act as focal point within the directorate to liaise with internal and external audit team during the audit activities;

- 3.7. Formulate and implement ICT business continuity and disaster recovery plans;
- 3.8. Identify future challenges in the ICT landscape and develop mitigation strategies and recommend new technology solutions;
- 3.9. Coordinate with the Director for Human Resources, Training, Administration, and Logistic in managing and maintaining ANPM assets including building, compound area, vehicles, office equipment and communications equipment;
- 3.10. Assist and support ANPM President and other Directors with administrative duties related to corporate finance, procurement, and information technology;
- 3.11. Coordinate evacuation and office relocation as directed by the ANPM President;
- 3.12. Attend and report Corporate Finance, Procurement and ICT matters to the attention of President, MCM and Board of Directors;
- 3.13. Support the ANPM President and advise the other Directors on matters concerning Corporate Finance, Procurement and ICT;
- 3.14. Accompany President to present ANPM budget to relevant Ministers and CROP (Comisaun Revisaun Orsamento do Parlamento);
- 3.15. Attend and prepare ANPM yearly and five years budget for the UPMA request;
- 3.16. Provide direction, supervision and support to the Corporate Finance, Procurement and ICT staff to ensure optimum use of these resources is made to best contribute to the needs of the ANPM;
- 3.17. Ensure the implementation of Policies and procedures office process and controls in consultation with relevant stakeholders to ensure the consistent operation and application of all finance, procurement and ICT services functions in the ANPM;
- 3.18. Prepare/approve/accept Corporate Finance, Procurement and ICT reports;
- 3.19. Ensure certification and implementation ISO 27001 and ISO 9001 are updated;
- 3.20. Empowering Timor-Leste national through training program;

- 3.21. Work with Director – HR, Training, Admin and Logistic to manage the relocation project, which involves consulting with government and stakeholders, developing and presenting options, producing a project plan, sourcing temporary office space, coordinating any building works, managing the construction and fitting-out of a new office in Dili, coordinating the transfer of equipment and records to Dili;
- 3.22. Any other duties as directed by the ANPM President and Board of Directors.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 University degree in relevant discipline, such as Business Administration, People Management, Accounting and Finance, Business Management and Information and Technology, and Industrial Engineering;
- 4.1.2 Timor-Leste National;
- 4.1.3 At least five years working experiences in a management role, including supervision of professional level staff;
- 4.1.4 Experience in supervising and implementing organisational policies and procedures;
- 4.1.5 Well understanding on public expenses;
- 4.1.6 Well understanding on audit process with internal, international and Tribunal de Contas;
- 4.1.7 Experience in office procurement management;
- 4.1.8 Experience in Finance and Accounting at least five years;
- 4.1.9 Experiences in the Oil & Gas Industry;
- 4.1.10 Sounds understanding of Accounting, Finance, Procurement, ICT and people management in an international environment;

- 4.1.11 Sounds understanding of Information Technology & Communication management;
- 4.1.12 Fluency in English is highly required (speaking, listening, reading and writing);
- 4.1.13 High degree of computer literacy such as the use of Microsoft Office Suite, Lotus Notes and Office Outlook.
- 4.1.14 A high degree of self-motivation, ability to prioritize work and set targets;
- 4.1.15 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;
- 4.1.16 Ability to communicate in at least one of either: Portuguese, Tetum or Bahasa Indonesia (written & verbal).

4.2 Desirable,

- 4.2.1 Master Degree in a relevant discipline, such as Business Management, Business Administration, Human Resources, Accounting and Finance, IT, and Industrial Engineering;
- 4.2.2 Working knowledge of office related Occupational Health & Safety issues and topics;
- 4.2.3 Current First Aid qualification;