

	EXECUTIVE	PD CODE: ANPM/PD/PMLC/001 APPROVED: F. FERREIRA <i>21/01/22</i>  CHECKED: A. HEI 
	POSITION DESCRIPTION	ORIGINATOR: E. DA COSTA ISSUE DATE: JULY 2021 REVISION NO: 0 PAGE 1 of 5
Position Title : Director – Procurement & Local Content For Petroleum & Mineral Location and Directorate : Procurement & Local Content For Petroleum & Mineral 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 Procurement & Local Content for Petroleum & Mineral daily activities within the ANPM;
- 2.2 Ensure the development of Procurement & Local Content for Petroleum & Mineral Directorate annual plan and strategic action plan;
- 2.3 Report to the ANPM President, MCM and Board of Directors related to Procurement & Local Content for Petroleum & Mineral reports;
- 2.4 Manage and supervise Procurement & Local Content for Petroleum & Mineral Directorate's Staff, with emphasize on goals, teamwork, motivation, established system, and effective prioritization.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Ensure the development of Procurement & Local Content for Petroleum & Mineral Directorate annual plan and strategic action plan;
- 3.2. Act as the focal point for the discussion of education, employment and training development opportunities for the Timor-Leste national in association with PSC under the ANPM jurisdictions;
- 3.3. Develop and communicate Procurement & Local Content for Petroleum & Mineral plan and implement long-term goals for the directorate in order to promote effectiveness and efficiency.
- 3.4. Oversees contract development and administration of PSC Procurement & Local Content for Petroleum & Mineral matters, and centralized procurement programs that adds value and efficiency to country through the ANPM;
- 3.5. Ensure to conduct regular local content inspection and audit related to local content plans committed by Contractors under the PSC or as required under the law;

- 3.6. Ensure that the ANPM has the petroleum and mineral procurement and local content policies, procedures, and internal regulations to facilitate the function and roles of the directorates; to control, segregation of duties and security access in place to safe-guard assets and data; to prevent or detect fraud and conflicts of interest;
- 3.7. Assist and support Timor-Leste government related to the mineral, PSC procurement and local content matters with the mineral, oil and gas companies;
- 3.8. Ensure good management of PSC, mineral procurement and local content reports in consultation with all relevant directorates within the ANPM and PSC and Mining operators;
- 3.9. Coordinate with PSC operators, downstream and mineral companies related to procurement and local content projects; Coordinate with the Directors for PSC and Legal Compliance, Mineral, Downstream, Development and Production, Exploration, Innovation Research and Acreage Promotion in relation to procurement of petroleum and mineral matters;
- 3.10. Provide regular reports on Procurement & Local Content for Petroleum & Mineral matters to the attention of President, MCM and Board of Directors;
- 3.11. Support the ANPM President and advise the other Directors on matters concerning Procurement & Local Content for Petroleum & Mineral;
- 3.12. 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;
- 3.13. Develop and implement policies, procedures office process and controls in consultation with relevant stakeholders to ensure the consistent operation and application of all Procurement & Local Content for Petroleum & Mineral functions in the ANPM;
- 3.14. Prepare/approve/accept Procurement & Local Content for Petroleum & Mineral reports;

- 3.15. Empowering Timor-Leste national through training programs with operators and its subcontractors;
- 3.16. 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 Administration, Human Resources, Business Administration, Business Management and Laws, 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 Experience in office petroleum and mineral procurement management;
- 4.1.6 Solid foundation in procurement and contract management, supply chain best practice;
- 4.1.7 Experiences in the Oil & Gas Industry;
- 4.1.8 Sounds understanding of Petroleum, Mineral, Procurement, Local Content and project and people management in an international environment;
- 4.1.9 Demonstrate good interpersonal skills;
- 4.1.10 Fluency in English is highly required (speaking, listening, reading and writing);
- 4.1.11 High degree of computer literacy such as the use of Microsoft Office Suite, Lotus Notes and Office Outlook.
- 4.1.12 A high degree of self-motivation, ability to prioritize work and set targets;

4.1.13 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;

4.1.14 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, Laws, and Industrial Engineering;

4.2.2 Working knowledge of office related Occupational Health & Safety issues and topics;

4.2.3 Current First Aid qualification.