	BUSINESS PROFESSIONAL STAFF GROUP	PD CODE: ANP/PD/VP/003
		APPROVED: G. DA SILVA
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	POSITION DESCRIPTION	ORIGINATOR: N. DE JESUS
		ISSUE DATE: SEPTEMBER 2025
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Position Title	:	Administration Officer for ESSC Platform Online
Job Grade	:	G4
Location & Directorate	:	Dili, Division of Stakeholders Engagement & Local Content Enforcement
Position line reporting to	:	Coordinator – ESSC Online Platform
Line Coordination to	:	ANP Vice President

1.   ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023 of 6th September 2023, 3rd amendment of Decree Law No. 20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo. The ANP is mandated to manage and regulate petroleum activities in the Timor-Leste area, both offshore and onshore and the area governed under the Greater Sunrise Special Regime.

2.   KEY OBJECTIVES

2.1.   Ensure the ESSC Online Platform is Operationally Efficient and Up to Date
Maintain and update the platform's information center, intranet, and EDMS modules by coordinating with relevant departments to ensure accuracy, accessibility, and compliance with internal standards.

2.2. Support Platform Users and Promote Compliance

Provide administrative and technical support to users, manage access permissions, and monitor compliance with platform guidelines to ensure secure and effective usage.

2.3. Facilitate Data Integrity and Reporting

Monitor the ESSC database and document management systems, prepare timely reports, and support data-driven decision-making through accurate record-keeping and analysis.

2.4. Enhance Quality Assurance and Stakeholder Engagement

Assist ESSC Coordinator identify areas for improvement in platform functionality, support implementation of updates, and coordinate stakeholder engagement activities to promote collaboration and continuous improvement.

3. PRINCIPAL ACCOUNTABILIITIES

3.1 Maintain and update the ESSC information center by coordinating with relevant departments under the Stakeholder Engagement and Local Content division.

3.2 Manage user access and permissions based on roles and responsibilities, ensuring secure and appropriate access.

3.3 Provide technical and administrative support to platform users, including onboarding and troubleshooting with coordination with IT departments.

3.4 Assist ESSC coordinator in the reviewing and maintenance of user manuals and guides for the information center and other modules.

3.5 Monitor user compliance with platform guidelines and provide timely feedback or corrective actions.

3.6 Monitor and maintain the integrity of the ESSC database (dashboard), ensuring accuracy and completeness of records.

3.7 Generate and submit timely reports to the ESSC Coordinator, highlighting platform usage, issues, and improvements.

3.8 Prepare monthly performance and activity reports, including user engagement metrics and compliance status.

3.9 Liaise with ESSC coordinator the Stakeholder Engagement and Local Content division to gather and verify content updates for the platform.

3.10 Assist ESSC coordinator in organizing training sessions or briefings for users and stakeholders.

3.11 Identify areas for improvement in platform functionality and user experience.

3.12 Support implementation of new features or updates in collaboration with IT department and content teams.

3.13 Ensure adherence to data protection and confidentiality policies.

3.14 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 Timor Leste nationality;

4.1.2 Tertiary qualification in in business administration, Information Systems, IT engineering, Public Administration, or a related field.

4.1.3 At least 3-4 years of working experience in administrative support, data management, platform coordination roles, digital platforms, content management systems (CMS), or enterprise databases is highly desirable

4.1.4 Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

4.1.5 Ability to communicate fluently in Tetum, Portuguese and English (written and verbal).

4.2 Desirable

4.2.1 Familiarity with online collaboration tools (e.g., SharePoint, Teams, Google Workspace).

4.2.2 Basic understanding of database management and user access control.

4.2.3 Ability to generate reports and analyse data for decision-making;

4.2.4 Strong written and verbal communication skills in English and Tetum (Portuguese is an advantage).

4.2.5 Ability to coordinate across multiple departments and stakeholders.

4.2.6 Experience in preparing formal reports and documentation;

4.2.7 Excellent organizational and time management skills.

4.2.8 Attention to detail and ability to maintain accurate records

4.2.9 Problem-solving mindset with the ability to identify and resolve issues proactively

4.2.10 High level of integrity and commitment to confidentiality.

4.2.11　Adaptability and willingness to learn new systems and processes.

4.2.12　Team-oriented with a proactive and service-focused attitude.