

	BUSINESS PROFESSIONAL STAFF GROUP	PD CODE: ANP/PD/VP/LCE/PIA/002
		APPROVED: G. DA SILVA
	POSITION DESCRIPTION	CHECKED: E. MARTINS & G. BRANCO
		ORIGINATOR: D. HALE
		ISSUE DATE: SEPTEMBER 2025
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Position Title : Local Content Enforcement Audit Officer		
Job Grade : G4		
Location and Directorate : Dili, Division of Stakeholder Engagement and Local Content Enforcement		
Positions line reporting to : Manager – Local Content Project Implementation and Audit		

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. Assist Manager Local Content Project Implementation and Audit to assess the Timor-Leste jurisdiction areas on PSCs' training and employment related issues;
- 2.2. Assist the Local Content Project Implementation and Audit Manager to ensure the Local Content Department meets all the strategic goals requirement of the ANP, especially in



the provision of training and employment for Timor Leste national and permanent residents in the petroleum activities;

- 2.3. Carry out local content audits annually as foreseen in PSCS and onshore and offshore petroleum operations regulations on annual local content audits;
- 2.4. Assist Local Content Project Implementation and Audit Manager to conduct monitoring and evaluation on the implementation of training and employment of Timor Leste national in the petroleum activities.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assess, review operators annual work program and budget and local content plans;
- 3.2 Review, evaluate and monitor PSC's annual training and employment plan and assess local content reports for local content audit;
- 3.3 Develop, implement and review procedure of the local content performance and compliance audits;
- 3.4 Conduct annual local content audits to ensure the compliance of the PSC's local content commitment;
- 3.5 Maintain and Maintain and update local content audit files for each of annual local content audits including scope of works, all correspondence, changes/deviations, amendments and clarifications;
- 3.6 Participate in operators regular/quarterly management committee meetings to be updated on information on training and employment, goods and services and economic diversification projects for planning LC audit purposes;
- 3.7 Plan and coordinate with relevant directorates regarding PSC operators' annual local content audit and deliver audit reports accordingly;
- 3.8 Regularly conduct market intelligence research, assess and provide statistical information related to manpower, goods and services available locally, regionally and globally;
- 3.9 Prepare draft of correspondence, compile statistical reports and undertake special projects representing local content team as required;

- 3.10 Assist Local Content Project Implementation and Audit Manager to develop local content audit procedures implements;
- 3.11 Any other duties 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. Bachelor's degree in Accounting, Strategic Management, Finance and Business Administration;
- 4.1.3. At least three years of experience in Audit and excellent documentation skills;
- 4.1.4. English Language abilities proven with IELTS band score of 6.0.
- 4.1.5. Proficient in the used of Microsoft Office, Outlook and Windows Operating System.

4.2 Desirable

- 4.2.1 Experience or at least has good understanding on legal labour related matters;
- 4.2.2 Good understanding on the legal framework of petroleum activities in MBT and local content
- 4.2.3 Good understanding in Portuguese language is an advantage;
- 4.2.4 A higher degree of self motivation, ability to prioritise work, use initiative and set targets;
- 4.2.5 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.2.6 Ability to work independently with minimal supervision;
- 4.2.7 Ability to manage multiple tasks efficiently while maintaining attention to detail;
- 4.2.8 Able to lead small team members on certain group of discussions;
- 4.2.9 Understand the local content auditing process.