



**Endereço:** City 8 Compound, Rua Has-Laran, Aldeia Fomento II, Suco Comoro,  
Dom Aleixo, Dili, Timor – Leste, **Telephone:** +670 73099995; +670 7309 9996; +670 73099997

---

## Vacancy Notice

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023 of 6<sup>th</sup> September 2023, 3<sup>rd</sup> amendment of Decree Law No. 20/2008 of 19<sup>th</sup> 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.

The ANP is seeking two (2) qualified Timorese for vacant positions as follow:

### 1. Local Content Enforcement Audit Officer (Readvertised) – 1 Position

#### Main Tasks:

- Assess, review operators annual work program and budget and local content plans;
- Review, evaluate and monitor PSC's annual training and employment plan and assess local content reports for local content audit;
- Develop, implement and review procedure of the local content performance and compliance audits;
- Conduct annual local content audits to ensure the compliance of the PSC's local content commitment;
- 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;
- 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;
- Plan and coordinate with relevant directorates regarding PSC operators' annual local content audit and deliver audit reports accordingly.

#### Education:

- Bachelor's degree in Accounting, Strategic Management, Finance and Business Administration.

#### Essential Criteria:

- Timor Leste nationality.
- At least three years of experience in Audit and excellent documentation skills;

- English Language abilities proven with IELTS band score of 6.0.
- Proficient in the used of Microsoft Office, Outlook and Windows Operating System.
- Experience or at least has good understanding on legal labour related matters;
- Good understanding on the legal framework of petroleum activities in MBT and local content

## 2. Administration Officer for ESSC Platform Online – 1 Position

### Main Tasks:

- Maintain and update the ESSC information center by coordinating with relevant departments under the Stakeholder Engagement and Local Content division.
- Manage user access and permissions based on roles and responsibilities, ensuring secure and appropriate access.
- Provide technical and administrative support to platform users, including onboarding and troubleshooting with coordination with IT departments.
- Assist ESSC coordinator in the reviewing and maintenance of user manuals and guides for the information center and other modules.
- Monitor user compliance with platform guidelines and provide timely feedback or corrective actions.
- Monitor and maintain the integrity of the ESSC database (dashboard), ensuring accuracy and completeness of records.
- Generate and submit timely reports to the ESSC Coordinator, highlighting platform usage, issues, and improvements.

### Education:

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

### Essential Criteria:

- Timor Leste nationality.
- 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
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to communicate fluently in Tetum, Portuguese and English (written and verbal).
- Familiarity with online collaboration tools (e.g., SharePoint, Teams, Google Workspace).
- Basic understanding of database management and user access control.

**Your application shall be written in English language must include:**

- a. A cover letter shall address to the key requirement under education and essential criteria with maximum two pages.
- b. A CV/resume with details description of your education and professional experience and must list three reference and their contact details.
- c. Copy of university degree (Degree and transcript), a copy of either Timor-Leste ID (Eleitoral, BI or Passports).

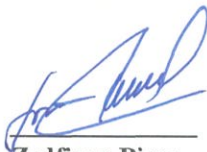
*Note: Your applications shall be disregarded, if you cover letter do not address the key requirement and indicate your qualification, as well as incomplete documents attached*

Qualified applicants are kindly asked to submit your application for the above mentioned positions no later than **October 9, 2025 at 05:00pm** in electronic format to [hr@anp.tl](mailto:hr@anp.tl) or hard copies to ANP office at City 8 Compound, Rua Has-Laran, Aldeia Fomento II, Suco Comoro, Dili.

Please download the position description (PD) at ANP Website: [www.anp.tl](http://www.anp.tl), to be used for addressing the key essential criteria.

*THE ANP PROMOTES EQUAL EMPLOYMENT OPPORTUNITY TO ALL GENDER IN TIMOR-LESTE. THE ANP ALSO INVESTS TO HUMAN RESOURCES CAPABILITY AND DEVELOPMENT.*

Dili, September 19, 2025



**Zulficar Pires**

General Manager of HRD

[Human Resources and Development]