

Endereço: City 8 Compaund, Rua Has-Laran, Aldeia Fomento II, Suco Comoro,
Dom Aleixo, Dili, Timor – Leste, Telephone: +670 73099995 / 73099996 / 73099997

Vacancy Notice

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.

The ANP is currently seeking one (1) qualified Timorese for vacant position:

1. Downstream Design and Construction Officer [1 Position]

❖ **Task:**

- Assess the design of Downstream facilities, material specification and other related documents to ensure compliance with building codes, safety regulations, Downstream decree law, Downstream regulations, and Applicable law;
- Prepare and communicate the design assessments result to the project proponent;
- Liaise with relevant ministries on urban Portfolio Management Section to support the assessment of location applications and project designs;
- Present project assessment reports to management through direct supervisor for further decision;
- Conduct project monitoring to ensure that the constructions of downstream petroleum facilities are in line with the approved project design;
- Conduct site visits to verify location application for downstream activities and prepare report for decision making.

❖ **Education:**

- Bachelor degree in Architecture Engineering.

❖ **Essential Criteria:**

- Timor – Leste nationality;
- Bachelor's degree in Architecture Engineering;
- Have at least five (5) years of working experience in architectural design construction and supervision;
- Ability to communicate fluently in English (writing, listening, reading and speaking)
- Proficient in the used of AutoCAD, 3D illustration Software, Microsoft Office Package, and Microsoft Project.

❖ Application Requirements

All applications MUST be written in **English** and include the following documents:

a. Cover Letter

A cover letter (maximum two pages) that clearly addresses the education requirements and essential criteria for the position.

b. Curriculum Vitae (CV) / Resume

A CV/resume with a detailed description of education and professional experience. The CV must include three (3) referees with their full contact details.

c. Supporting Documents

A copy of university degree certificate and academic transcript; and
A copy of one of the Timor-Leste IDs (Electoral, or Bilhete de Identidade (BI), or Passport).

Note: Applications will be disregarded if the cover letter does not address the key requirements and indicate relevant qualifications, or if the required documents are incomplete or missing.

❖ Submission of Applications

Qualified applicants are kindly requested to submit their applications for the above-mentioned position no later than 18 May 2026 at 5:00 PM.

Applications may be submitted in electronic format via email to hr@anp.tl, or as hard copies delivered to the ANP Office, City 8 Compound, Rua Has Laran, Aldeia Fomento II, Suco Comoro, Dili.


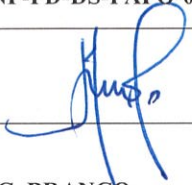
Applicants are requested to download the Position Description (PD) from www.anp.tl, which should be used to address the key essential criteria in the cover letter.

*The ANP promotes Equal Employment Opportunity to all Gender in Timor-Leste.
The ANP also invests to Human Resources Capability and Development.*

Dili, May 4, 2026


Zulficar Pires
General Manager of HRD
[Human Resource and Development]



	TECHNICAL PROFESSIONAL STAFF GROUP	PD CODE: ANP-PD-DS-PAFO-002
		APPROVED : G. DA SILVA 
	POSITION DESCRIPTION	CHECKED: Z. MONIZ & G. BRANCO
		ORIGINATOR: C. BABO
		ISSUE DATE : APRIL 2026
		REVISION NO: 0 PAGE 1 OF 4
Position Title : Design and Construction Officer		
Job Grade : G4		
Location and Department : Dili, Downstream Directorate		
Position line reports to : Manager - Project Appraisal & Facility's Operations		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under DecreeLaw 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 Responsible for reviewing project design and supervising the construction of Downstream Facilities;
- 2.2 Plan a key role in the technical assessment of downstream project designs and project construction monitoring;
- 2.3 Support downstream Inspection activities;
- 2.4 Support the Directorate in preparing design codes and standards.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Support the Downstream Directorate on establishment of Downstream legal framework;
- 3.2. Assess the design of Downstream facilities, material specification and other related documents to ensure compliance with building codes, safety regulations, Downstream decree law, Downstream regulations, and Applicable law;
- 3.3. Prepare and communicate the design assessments result to the project proponent;
- 3.4. Liaise with relevant ministries on urban Portfolio Management Section to support the assessment of location applications and project designs;
- 3.5. Present project assessment reports to management through direct supervisor for further decision;
- 3.6. Conduct project monitoring to ensure that the constructions of downstream petroleum facilities are in line with the approved project design;
- 3.7. Prepare project monitoring report and ensure it is properly distributed and ensure proper follow-up on the monitoring recommendations;
- 3.8. Perform inspections of the downstream facilities and prepare inspection reports and ensure proper follow-up on the inspection recommendations;
- 3.9. Coordinate with inspections division for any breaches/violations identified or reported during project monitoring and inspection activity;
- 3.10. Conduct site visit to verify location application for downstream activities and prepare report for decision making;
- 3.11. Establish and maintain inventory on the project designs and its assessment result including monitoring activities and its reports;
- 3.12. Provide customer service related to the work carried out;

- 3.13. Drafting a procedure/guideline to support the performance of the work whenever required;
- 3.14. Prepare report of the task carried out including Directorate annual report whenever required;
- 3.15. Support the Project Appraisal and Operation Manager to prepare budget plan and work program and ensure an effective implementation of the plan;
- 3.16. Support the Project Appraisal and Operation Manager in general administrative tasks;
- 3.17. Any other duties as requested by supervisors 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 Architecture Engineering;
- 4.1.3 Have at least five (5) years of working experience in architectural design construction, and supervision;
- 4.1.4 Ability to communicate fluently in English (writing, listening, reading, speaking)
- 4.1.5 Proficient in the used of AutoCAD, 3D illustration software, Microsoft Office package, Microsoft Project;

4.2 Desirable

- 4.2.1. Possess working experience in architectural and construction related to Downstream Petroleum Facilities;
- 4.2.2. Skills for design and construction;
- 4.2.3. Experience in management and co-ordination of the design process;
- 4.2.4. Knowledge of building products, construction details, relevant rules, regulations and quality standards;
- 4.2.5. Communication and project management skills;
- 4.2.6. An understanding of how health, safety and environment is managed in the design process.
- 4.2.7 Ability to solve complex architectural problems

- 4.2.8 Ability to balance multiple priorities and deadlines, complex projects and demonstrate commitment to team work;
- 4.2.9 Superior organizational skills, exhibit excellent interpersonal relationship building skills and strong attention to details;
- 4.2.10 Ability to analyse and interpret architectural engineering data;
- 4.2.11 Ability to work and communicate effectively with multidisciplinary and multicultural teams;
- 4.2.12 Ability to work independently and part of a team;
- 4.2.13 Willingness to learn new skills. Flexible, motivated, creative and independent.