

	OFFICERS	PD CODE: ANP/PD/PCS-LC/003
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		ORIGINATOR: E. Martins
DESCRIPTION	ISSUE DATE: 25 January 2016	
	REVISION NO: 2	
<p>Position Title : Supply Chain Management Officer</p> <p>Department : Local Content – PSC Legal Compliance</p> <p>Location : Dili</p> <p>Directly Responsible to : Local Content Manager</p> <p>Supervisory Responsibility : Local Content Manager/PSC Compliance Director</p>		

1. ROLE SUMMARY

The National Petroleum Authority/Autoridade Nacional do Petróleo (ANP) is a Timor-Leste's regulatory body responsible of managing and regulating petroleum activities conducted in the Timor-Leste Exclusive Areas (TLEA) and the Joint Petroleum Development Area (JPDA) in accordance with the Decree Law No. 20/2008 on the establishment of the ANP, the Timor-Leste Petroleum Activities Law, Downstream Decree-Law, and the Timor Sea Treaty. The ANP was established to regulate and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum operations including Downstream Activities.

2. KEY OBJECTIVES

- 2.1 Establish, communicate, and champion best practices of supply chain system use and ensure a reporting and operational system centre of excellence for the contract management system.
- 2.2 Work with local content team to adapt and execute functional and departmental strategy to achieve key business objectives by juggling and prioritising a number of different tasks at any one time supporting different core business areas including a vital commercial awareness and understanding of the management strategic importance.
- 2.3 Support, coordinate, and manage value for money - supply chain management efficiently within the contract administration and management system and ensure all benefits of supply chain operations are properly controlled, managed and recorded in the supply chain database.
- 2.4 Provide an up-to-date specific contract track records and general administrative supports to Local Content Team and the management system.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Conduct regular analyses and ensure suitable tracking measures to monitor all contracts related to petroleum operators' supply chain operations in JPDA and TLEA covering supply chain information, vendor bids, selection, contracting, purchasing, receiving, inventory management, and the associated accounts payable function. Assess compliance with established PSCs regulations, codes, and the other relevant legal frameworks;
- 3.2 Assess the needs and conduct business case review of operator's annual Work Program and Budget focusing on supply chain strategy/plan, strategic needs, specific requirements and activities, and respective contracting strategies;
- 3.3 Maintain and manage contract database from post and award contracts of the PSCs and regularly disseminate information on status update to appropriate ANP management team and stakeholders as to facilitate regularly and/or quarterly contractor meetings;
- 3.4 Develop and maintain database and keep records of local suppliers related to petroleum operations;
- 3.5 Develop procedures of the local content performance and compliance Audits and conduct annual local content audits to ensure the compliance of the PSC's local content commitment;
- 3.6 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;
- 3.7 Collect, and analyse data information on training and employment, goods and services, and economic diversification projects that result in problems being identified and recommended remedial actions being defined;
- 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 and type of correspondence, compile statistical reports and undertake special projects representing local content team as required;
- 3.10 Review and assess the potential benefits of economic diversification and future economic outcomes of any incoming project proposals from the Government or other Timor-Leste Institutions for decision making process through an agreeable local content project;
- 3.11 Perform any other duties as directed by the supervisor and/or senior management.

4. QUALIFICATIONS, SKILLS AND EXPERIENCE

4.1 Essential

- 4.1.1 A university degree in Marketing, Business, Economics, Management or Administration;
- 4.1.2 Timor-Leste National;
- 4.1.3 At least two years experience in supply chain and contract management and desirably possess procurement experience with an international organization, including procurement experience in the Oil and Gas Industry;
- 4.1.4 A high degree of self motivation, committed, ability to prioritise works, use initiative and set targets;
- 4.1.5 Proficient in the use of the Microsoft Office, Access, Power Point, Lotus Notes computer packages, and with digital-media file formats;
- 4.1.6 Ability to demonstrate a high level of confidentiality, business ethics, and personal integrity;
- 4.1.7 Problem solving ability and ability to work under pressure and meet deadlines;
- 4.1.8 Excellent customer service skills, including a strong understanding of the need to be prompt, thorough, and clear in customer interactions;
- 4.1.9 Ability to communicate effectively in English (writing, reading, listening and speaking), Portuguese, Tetum, and Indonesian.

4.2 Desirable

- 4.2.1 A thorough understanding of inventory elements, technical specification associated with client profiles required to fulfil the management system; the ability and knowledge to research and locate assets and able to process mattering requests whenever necessary;
- 4.2.2 Experience working in social development programs and contract management in the oil and gas industry;
- 4.2.3 A basic interest and knowledge on database design.

