

TIMOR GAP, E.P.	OFFICERS
	JOB DESCRIPTION
Position	: Procurement Officer
Job Category	: P (Professional)
Location and Department	: Dili
Reporting Relationships	: Refer to Organization Chart of TIMOR GAP, E.P.
Position line reports to	: Director of Corporate Service and Procurement Manager
Position line reporting to it	: Refer to Organization Chart of TIMOR GAP, E.P.

1. ROLE SUMMARY

Under the general direction of the Director of Corporate Service and Procurement Manager, the Procurement Officer will be primarily responsible for the procurement of goods and services in accordance with TIMOR GAP policy and standards, deliver wide procurement and logistics services, provide guidance, advice and support to ensure procurement processes are effective, efficient, and ethical and provide best possible value for the TIMOR GAP.

2. KEY OBJECTIVES

- 2.1. Responsible for ensuring that the services provides are in accordance with TIMOR GAP policy, procedures, industry standards as well as clients' needs.
- 2.2. Perform as a member of Procurement Team providing accurate advice regarding procurement of goods and services and related logistics, which impacts on the

budgets, work schedules, and effectiveness of TIMOR GAP's projects and operations.

- 2.3. Determine and define requirements in order to provide accurate advice, guidance and recommendations based on the experience and knowledge, and interpret, assess and communicate current TIMOR GAP policy, practices and procedures as well as oil and gas industry practice.

3. PRINCIPAL RESPONSIBILITIES

- 3.1. Provide advice and guidance on procurement matters and relevant processes (i.e. Request for Proposal (RFP), Request for Quotation (RFQ), bid evaluation criteria and other competitive procurement tolls to ensure client needs are met, the TIMOR GAP obtains best value, and to ensure procurement processes are perceived by suppliers as fair, open and ethical.
- 3.2. Analyze procurement requirements and select the most appropriate methods based on interpretation and assessment of established policies, practices, and experience.
- 3.3. Plan, organize and lead the bid solicitation process including drafting and issuing RFQ, RFP. Developing bid evaluation criteria and guiding clients on processes involved.
- 3.4. Involve in bid evaluation committees, ensure the integrity of the competitive process, facilitate bidder debriefings, and exercise appropriate judgement and consideration while ensuring to protect confidential information.
- 3.5. Analyze, negotiate and prepare contractual arrangements, ensuring appropriate terms and conditions are included to protect the interest of the Company.
- 3.6. Plan and monitor quality of work output, reviewing all procurements prior to execution for appropriateness, completeness and accuracy.
- 3.7. Review and analyze technical specifications to ensure completeness, accuracy and competitive qualities, and identify optional courses of action.

- 3.8. Assist All Staff in matters regarding procurement policies and procedures, technical specifications, pricing and product/service availability, as well as appropriate substitutes or alternative options to reduce costs.
- 3.9. Develop vendor pre-qualifications criteria, identify product sources and evaluate vendor performance based on the quality, prices, delivery, equipment, etc.
- 3.10. Solicit and evaluate bid/proposal/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
- 3.11. Purchase goods and services within established limits provided by the Units. Contact suppliers for price quotes, prepare requisitions and affixes authorizing signature before ordering.
- 3.12. Managing the recordkeeping requirements of the tender, contracting processes and other procurement related works.
- 3.13. Facilitate expenditure reviews to identify opportunities to add value through improved procurement.
- 3.14. Develop and maintain a preferred supplier database and ensure on-line information is available when needed.
- 3.15. Develop and maintain a reporting system for contractor and supplier performance.
- 3.16. Carry out other duties as required by the Procurement Manager or Senior Management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1. A bachelor degree qualification from a recognised university in Engineering, Sciences, Economics, Maritime Studies, Logistics and Business Management or related disciplines.
- 4.1.2. At least five (5) years of broad experience in contract administration and procurement principles and practices.

- 4.1.3. Experience in working with others on complex projects.
- 4.1.4. Proficiency in the application of contracting and procurement technical and legal knowledge, including the underlying principles as distinct from the practices.
- 4.1.5. Understand and knowledgeable of Timor-Leste petroleum sector.
- 4.1.6. Ability to coordinate multiple tasks and deal with multiple demands in an efficient manner.
- 4.1.7. Good management skills including time management, setting priorities, planning and organising work to achieve specific and set objectives in the most efficient way possible, within the resources available and within a set timetable.
- 4.1.8. Able to work in a multi-cultural working environment.
- 4.1.9. Ability to communicate fluently in English and Tetum (written and verbal).
- 4.1.10. Strong understanding of cultural sensitivities.
- 4.1.11. A high degree of self-motivation and initiative.

4.2. Desirable

- 4.2.1. Experience in developing Procurement Policy and Procedures.
- 4.2.2. Familiarity with financial systems and budgeting is required.
- 4.2.3. Experience in the Oil and Gas Industry.
- 4.2.4. Ability to communicate in Portuguese and Indonesia.