

TG-HR-JD-Form No.

JOB DESCRIPTION

Employee's Name	TBC	
Job Title/Position:	Procurement Officer	
Appointment by:	President & CEO	Term : 1 Year with probation of 3 months and possibility of extension upon satisfactory performance
Employment Contract type:	Fixed-Term Contract	

Current Job Grade	
Current Team/Dept/Unit	Procurement Department/President & CEO Unit
Reporting to	Corporate Procurement Manager

Initials:



NB:

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2. Two Original copies: one for job holder; another for HR Department

Qualification and Training or Experiences	<ul style="list-style-type: none">• Hold University Degree (Bachelor or Master) qualification from a recognized university in Supply Chain, Business Administration, Engineering, Economics, Logistics or other related subject.• Has 5 plus relevant working experience in procurement, contract administration, logistic or in the similar area.
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<p>Knowledge and Skill</p>	<p>Technical Knowledge & Skills:</p> <ul style="list-style-type: none"> • Strong knowledge of procurement and supply chain flow process. • Proficiency in computers, MS Word, Excel, Power Point, Ms. Project, etc. • Strong knowledge of SAP ERP system, particularly in MM module. • Good command of English, Tetum, and some Portuguese and Indonesia would be advantageous. <p>Communications skills:</p> <ul style="list-style-type: none"> • Verbal: Good and effective • Written: Good and efficient <p>Leadership & Management Skills:</p> <ul style="list-style-type: none"> • Ability to coordinate multiple tasks and deal with multiple demands in an efficient manner. • Good management skills including time management, setting priorities, planning and organizing work to achieve specific and set objectives in the most efficient way possible, within the resources available and within a set timetable. • Able to work in team and a multi-cultural working environment and respect for diversity. • A high degree of self-motivation and initiative. • Understand and knowledgeable of Timor-Leste petroleum sector.
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Personal Attributes/quality	Teamwork spirit, trustworthy, responsible, honest, assertive, positive and approachable.
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1. Role:

Procurement Officer

2. Responsibilities:

2.1 Key responsibilities:

- 2.1.1. Analyze procurement requirements and select the most appropriate methods based on TIMOR GAP policy, procedure and guidelines include SOPs.
- 2.1.2. Plan, organize and lead the bid solicitation process including drafting and issuing tender documents (RFQ, IFB/ITT/ITB, RFP, etc.). Develop tender procurement plan, bid evaluation criteria and guiding processes involved.
- 2.1.3. Solicit and evaluate bid/proposal/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
- 2.1.4. Manage and respond to the queries from bidders include facilitate bidder debriefings.
- 2.1.5. Liaise with the Legal Department to prepare contractual arrangements, ensuring appropriate terms and conditions are included to protect the interest of the Company.
- 2.1.6. Develop vendor pre-qualifications criteria, identify product sources and evaluate vendor performance based on the quality, prices, delivery, equipment, etc.
- 2.1.7. Managing the recordkeeping requirements of the tender, contracting processes and other procurement related works.

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- 2.1.8. Facilitate expenditure reviews to identify opportunities to add value through improvement of procurement processes.
- 2.1.9. Ensure compliance with Quality, Health, Safety and Environment (QHSE) management system across all procurement activities.
- 2.1.10. Carry out other duties as required by the General Manager Procurement and Logistic or Senior Management.

2.2 Principal regular Tasks

- 2.2.1. Carry out covered and noncovered solicitation based on procurement threshold.
- 2.2.2. Handling large and medium procurement solicitation followed procurement flow process as per policy, procedure and guidelines.
- 2.2.3. Handle and manage requests to purchase trading materials in coordination with trading team.
- 2.2.4. Handle and manage request to purchase regular services and goods as delegated by General Manager Procurement & Logistic.
- 2.2.5. Issue Purchase Order (PO) in SAP for all the above requests and closely monitor the PO status.
- 2.2.6. Liaise with Legal to issue contracts for all the above requests and closely monitor the contract status.
- 2.2.7. Assist General Manager Procurement and Logistic to collect and combined TIMOR GAP annual procurement plan.

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2.2.8. Collect vendor's profile document, review and assess vendor capability and recommend classification for approval in order to be included in TIMOR GAP approved vendor list.

2.2.9. Maintain accuracy and appropriate filing system both soft and hard copy.

3. Authority:

3.1. Authority referred to TIMOR GAP Policy and Procedures

4. Accountability:

4.1. Accountable for providing procurement support and advice to all Executive President & Vice President, Directors, Managers and all employees relating to procurement to ensure day-to-day operational function of TIMOR GAP.

4.2. Accountable to manage expenditure and suppliers for TIMOR GAP through the creation, development and application of professional procurement practices to maximize value from external sourced product and services.

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- 4.3. Accountable to develop focused supply strategies for products, supported with supply agreements and be able to offer advice and direction to Directors, GM, Managers and all employees as required with regard to supply chain in support of the business both tactically and strategically.
- 4.4. Accountable to oversee the steps that includes the supply chain process: planning, sourcing, development, manufacturing, logistics and distribution.
- 4.5. Accountable to develop and implement effective procurement plans in achieving the goals of the Unit and the Organization.
- 4.6. Accountable to uphold procurement principles of fairness, integrity and transparency to achieve best value for money.
- 4.7. Accountable to maintain confidentiality of all pocurement related information.

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