



## **Job Description Coordinator of Procurement and Contracts Unit**

The National Communications Authority of Timor-Leste, formally Autoridade Nacional de Comunicações (ANC), is a statutory authority established by the Telecommunications Decree-law No. 15/2012 of 28 March 2012.

The ANC is seeking to employ as a **Coordinator of Procurement and Contracts Unit** to work with Chairman office. The coordinator will work under the direction and supervision of Chairman of ANC.

### **A. Key Responsibilities**

ANC's Coordinator Procurement & Contracts Unit is responsible for:

1. Managing and coordinating the work of the departments of the ANC's Procurement & Contracts Unit;
2. Submit the Annual Procurement Plan for approval in accordance with the needs of the different departments;
3. Ensure the preparation, analysis and submission of quarterly, half-yearly and annual reports of the supply plan approved by superiors or the chairman of ANC;
4. Manage and develop the ANC's Procurement & Contracts Unit annual budget;
5. Check the needs of each ANC's units in order to fill in extra-plan needs for the year itself and needs for the preparation of the ANC's plan for the following years;
6. Coordinate the verification of the existence of budgetary appropriation for the opening of the provisioning procedures and consequently the conclusion of public contracts in the scope of the provisioning;
7. Evaluate the performance of employees in its dependency, ensuring that the evaluation result corresponds to the proven performance of the employee under the terms of the law;
8. Ensure superior approval for implementation of the procurement plan for the ANC;

9. Ensuring the execution of procurement procedures for the acquisition of goods and services, minor capital and development capital according to the calendar, the procurement plan, annual action plan and in compliance with applicable legal rules and procedures;
10. Ensure that all procurement procedures gather all documents and are in accordance with the procedures provided in the Legal Procurement Regime (RJA) in force with the government of Timor-Leste;
11. Monitor the execution and fulfillment of the ANC's contracts for the supply of goods and services, and ensure that the respective contractual clauses are updated and/or their eventual renewal;
12. Ensure that all public contracts entered into the acquisition of goods, services, among others, in accordance with the updated Legal Regime for Public Procurement;
13. Monitor and supervise the file management of all procurement processes of the ANC, guaranteeing the conservation of documents within the deadlines provided by the law;
14. Attest that the database with the profile of the companies is kept up-to-date and approved by superiors in order to be used in accordance with the ANC's procurement needs;
15. Exercise the other competences that are attributed by the law or by superior decision.

## **B. Other Responsibilities**

1. Promote the ANC's Code of Conduct and fulfill its requirements at all times;
2. Provide a consistently high level of service to the ANC and its stakeholders in a prompt and pleasant manner;
3. Apply the ANC's document control system to all documents;
4. Maintain the highest ethical standards and confidentiality in dealing with ANC staff and stakeholders;
5. Develop own skills and knowledge in order to better deliver administrative functions and duties and participate in the ANC business improvement and corporate development programs;

6. Ensure effective use of relevant application software systems.

### C. Reports

Reports to:	Chairman of ANC (National Communications Authority)
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### D. Selection Criteria and Desirable Qualities

1. Timor-Leste Citizen;
2. Minimum of education Bachelor in Social, Economy, Management or relevant;
3. Minimum 3 years working with ANC;
4. Fluency in Tetum, English and Portuguese;
5. Relevant qualifications and experience;
6. Ability to apply legal skills and practices to the needs of the ANC;
7. Ability to apply the ANC's Code of Conduct to their work and to advise on its application by all staff;
8. Strong work ethic and track record of quickly mastering new information and as the multidisciplinary person.