

TIMOR GAP, E.P.	ANALYST
	JOB DESCRIPTION
Position	: Business & Trading Analyst
Job Category	: P (Professional)
Location and Department	: Dili
Reporting Relationships	: Refer to Organization Chart of TIMOR GAP, E.P.
Position line reports to	: Business & Trading Manager
Position line reporting to it	: Refer to Organization Chart of TIMOR GAP, E.P.

1. ROLE SUMMARY

The function of the Business Trading Analyst is to provide market overview, market trends and include appropriate recommendation concerned to support trading activities. The Business Trading Analyst will assist the Business and Trading Manager to identify and evaluate new opportunities in the offshore petroleum services offered through tenders, liaise with potential partners and full range trading activities which ensure the operation effectiveness.

2. KEY OBJECTIVES

- 2.1. Assist the Director of Business & Development with day to day operational function for TIMOR GAP office:
- 2.2. Assist the Director of Business & Development in achieving the goals of the Unit and the Organization;
- 2.3. Assist the Business and Trading Manager to identify and evaluate new opportunities offered through tenders that are aligned to TIMOR GAP's values, program strategies, and capabilities;
- 2.4. Assist the Business and Trading Manager to help TIMOR GAP forge partnerships

with private sector companies, who may be interested in participating in a multi-stakeholder consortium and competing for tenders;

3. PRINCIPAL RESPONSIBILITIES

- 3.1. Assist Business and Trading Manager to lead the TIMOR GAP efforts to secure commercial tenders from Multinational Oil Companies and their subcontractors;
- 3.2. Assist Business and Trading Manager to develop and implement strategies, tactics and tools to position TIMOR GAP as a preferred commercial partner for commercial bid and tender process;
- 3.3. Assist Business and Trading Manager to advise TIMOR GAP management on sector developments affecting near and long term bid opportunities and develop strategies and tactics in response to those trends;
- 3.4. Assist Business and Trading Manager to oversee the identification and maintenance of strategic partnerships, including negotiation of consortium agreements;
- 3.5. Analyses and provide market overview, market trends and other factors concerned to support trading activities;
- 3.6. Study/analyze strategies and participate in the negotiation for trading activities;
- 3.7. Examine, analyses, and resolve immediate operational problems related to vessels and cargo operations;
- 3.8. Minimize operating cost and look for new opportunity;
- 3.9. Develop and recommended strategies as well as participate in the negotiation with counterparty/potential strategic partnership/joint venture in global trading business;
- 3.10. Study/do feasibility study for new project;
- 3.11. Responsible for maintaining business relationship and develop international trading network in order to exchange market information, market movement and build corporate image and benefits from international trading business;
- 3.12. Carry out any other tasks as requested by the Manager, Directors or Senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1. At least three (3) years of broad experience in the oil and gas industry;
- 4.2. A Bachelor Degree and/or Master Degree qualification from a recognized University in International Business/Trade, Marketing, Supply Chain and Logistic, Maritime Study, or related discipline;
- 4.3. Understand and knowledgeable of Timor-Leste's petroleum sector and sector development;
- 4.4. Ability to coordinate multiple tasks and deal with multiple demands in an efficient manner;

- 4.5. Good Management skills with commercial and service mind and Excellent communication, interpersonal and presentation skill;
- 4.6. Ability to communicate fluently and effectively in English and Tetum, verbal and written;
- 4.7. Ability to work in a team and multicultural environment;
- 4.8. Good understanding of sensitivities in a multi-cultural working environment;
- 4.9. Flexible in working hours and contactable 24 hours;
- 4.10. Able to work under pressure;
- 4.11. A high degree of self-motivation, ability to priorities work and set targets.

4.2. Desirable

- 4.3. Fluently in Portuguese and Indonesian languages is a plus;
- 4.4. Experience with business and accounting software is a plus.