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**Job Description**  
**Administrative Assistant (Logistics)**

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 an Administrative Assistant (logistics) to work at the procurement office. The logistics assistant will work under the direction and supervision of Corporate Service Director.

**A. Key Responsibilities**

- Processing and checking incoming stock and materials;
- Performing inventory controls;
- Maintaining office storage facility to make sure the store room is clean and tidy at all times and to ensure that goods are maintained appropriately;
- Assisting the Procurement and Logistics officers in day to day duties;
- Delivery of documents;
- Organizing contractors' visits;
- Assisting in the renewal of the ANC's vehicles registration and maintenance;
- Providing assistance to the administration including photocopying, meeting and event organization and document filling;
- Other duties may be assigned.

**B. Other Responsibilities**

- Promote the ANC's Code of Conduct and fulfill its requirements at all times;
- Provide a consistently high level of service to the ANC and its stakeholders in a prompt and pleasant manner;
- Apply the ANC's document control system to all documents;

- Maintain the highest ethical standards and confidentiality in dealing with ANC staff and stakeholders;
- 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;
- Ensure effective use of relevant application software systems.

### **C. Reporting**

<b>Reports to:</b>	<b>Corporate Service Director of ANC (National Communications Authority)</b>
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### **D. Selection Criteria and Desirable Qualities**

- Tertiary education or completion of secondary education with an additional training in logistics and/or warehousing;
- Proficiency in inventory software, as well as Microsoft Office;
- Ability to work proactively on own initiative and as a team member.
- Ability to work in a multi-cultural environment.
- Good verbal and written communication skills in: Tetum, English and Portuguese (desirable).
- Be a citizen of Timor-Leste.