



Instituto do Petróleo e Geologia – Instituto Público (IPG)

Gabinete do Presidente

Term of Reference Legal Officer

Duties/Responsibilities:

The Legal Officer will perform his duties under Office of President and will be responsible to organize and establish the institute internal regulations, include assist and supervised all policies and procedures created by all IPG divisions as stated below:

1. Draft the necessary internal regulations in accordance with the instruction and needs of the institute;
2. Provide legal assistance regarding all documents produced by the institute;
3. Advice the interpretations, implications and implementations of various regulations applied in the institute;
4. Coordinate and supervise legal assistance to the institute;
5. Prepare and organized regulations and normative acts within the competence of the institute;
6. Issue opinions on the legal implications of decisions taken by the institute, support and ensure the correct interpretation of the law and normative acts in the institute;
7. Assist in the drafting of procurement contracts and issue opinions on the interpretation of procurement contracts;
8. Issue regular report and reviews on the implementation of the institute's internal regulations;
9. Perform other related duties as required;

Qualifications:

1. Bachelor's or Master's degree in Law;
2. At least 3 years of working experience in Legal Unit;

Ability:

1. Able to cooperate with other divisions or agencies inside also outside the institute;
2. Having a good sensitivity to working in multi-cultural environment;
3. Able to motivate and develop a spirit of teamwork;
4. Able to perceive and knowing the geological activities and scientific research;
5. Able to communicate fluently in Tetum, English, Portuguese and Indonesian, both written and oral;
6. Having capacity of self-motivation, giving priority to the institutional works and having spirit to reach the goals;
7. Able to create documents of normative acts and activities of research and scientific study;