



25 August 2026

Operations Coordinator – Timor-Leste

Tivan Limited

📍 Timor-Leste

🏢 Administrative Assistants (Administration & Office Support)

🕒 Full time

About Tivan Limited

Tivan is an ASX-listed (ASX: TVN) diversified critical minerals company, proudly based in Darwin in the Northern Territory, with offices in South Perth (Western Australia) and Dili (Republic of Timor-Leste).

Our portfolio spans projects across multiple locations and stages of development, focused on minerals that are in structural short supply. Working closely with partners in Asia, we are actively advancing projects from acquisition and discovery towards development and production.

At Tivan, we are dedicated to generating long-term value for our shareholders while making a genuinely positive contribution to local communities. Tivan strongly supports the energy transition and the strengthening of vital supply chains in Asia.

In Timor-Leste, we are advancing the Turiscai, Baucau and Ossu Projects and building local capability to support responsible, long-term growth.

About the role

We are seeking a highly organised and proactive Operations Coordinator to support Tivan's growing activities in Timor-Leste.

This is a newly created role responsible for coordinating day-to-day operational, regulatory, administrative and financial activities across the Dili office and Tivan's field teams. The position will help ensure that government submissions, licences, permits, business processes and field-support requirements are managed accurately and on time.

Reporting to the Country Representative, the Operations Coordinator will work closely with Tivan's Dili-based team, Australian corporate and technical functions, government agencies, regulators, service providers and other local stakeholders.

The role would suit someone who enjoys coordinating people, processes and priorities, takes ownership of follow-up and can maintain a high standard of accuracy in a dynamic project environment.

Key responsibilities

- Coordinate operational and administrative activities across Tivan's Dili office and Timor-Leste projects.
- Coordinate the collation, preparation, lodgement and tracking of government and regulatory submissions, applications, renewals, and approvals.
- Support the administration of exploration licences, permits, visas, work authorisations and other operational requirements.
- Maintain a central compliance calendar and supporting registers, monitor deadlines and escalate upcoming requirements to the appropriate team members.
- Maintain complete and accurate records of government correspondence, submissions, licences, permits, approvals and evidence of lodgement.
- Assist with government, regulatory and business meetings, including scheduling, preparation of materials, minute-taking and action tracking.
- Support financial administration, including invoice processing, expense reconciliations, petty cash, acquittals and maintenance of supporting records.
- Coordinate local procurement for office and project requirements in accordance with Tivan's approval processes.
- Liaise with suppliers and service providers, obtain quotations and maintain relevant procurement and vendor documentation.
- Coordinate business travel, accommodation, transport, meetings and other logistical requirements for employees and visitors.
- Maintain office records, filing systems, correspondence and document-control processes.
- Prepare regular status updates on operational, regulatory, financial and administrative matters.
- Provide general administrative and coordination support to the Country Representative and broader Tivan team.

About you

You are a dependable and highly organised coordinator who takes ownership of tasks and follows them through to completion. You are comfortable working across several business functions and can manage competing deadlines.

You communicate professionally, handle confidential information with discretion and build respectful working relationships with colleagues, government representatives, service providers and other stakeholders.

Essential Requirements

- Minimum three years' experience in operations, administration, project coordination or similar role.
- Demonstrated experience coordinating formal documentation, applications, submissions, approvals or compliance deadlines.
- Strong organisational skills, attention to detail and ability to manage multiple priorities.
- Strong written and verbal communication skills in Tetum and English.
- Advanced proficiency in Microsoft Office applications, including Excel, Word, Outlook and PowerPoint.
- Ability to prepare clear correspondence, registers, reports and business documentation.
- Demonstrated ability to work independently while collaborating effectively with team members.
- High level of integrity, discretion and professionalism.
- Permanent resident of Timor-Leste

Desirable Requirements

- Qualification in Business Administration, Public Administration, Management, Accounting or another relevant discipline.
- Experience working in the private sector.
- Experience liaising with government ministries, regulators or public authorities in Timor-Leste.
- Experience supporting licence, permit, immigration or regulatory processes.
- Experience supporting financial administration, procurement, expenses and record-keeping.
- Current driver's licence.

Cultural & Behavioural Requirements

- Proactive and solutions-focused approach to operational coordination.
- Strong sense of ownership, accountability and follow-through.
- Collaborative working style across different functions, cultures and locations.
- High standards of accuracy, integrity and confidentiality.
- Ability to remain organised and professional in a fast-moving environment.
- Commitment to safe, responsible and respectful business practices.
- Respectful and culturally aware approach when engaging with communities, government representatives and diverse stakeholders.
- Commitment to supporting local capability development and positive outcomes for Timor-Leste.

What's on offer

- Strong foundations – Join a high-energy, Dili-based team working across both technical and management functions.
- Career growth – Be part of a rapidly expanding company and seize new opportunities as we scale.

Please submit your CV and a brief cover letter in English outlining your relevant experience and interest in the role.

For further information about Tivan Limited, please visit www.tivan.com.au.