

	EXECUTIVES	PD CODE: ANPM/PD/D&P/001
		APPROVED: G. DA SILVA <i>[Signature]</i>
	POSITION DESCRIPTION	CHECKED: D. MARTINS
		ORIGINATOR: E. DA COSTA
		ISSUE DATE : JAN 2017
		REVISION NO: 0

  

<b>Position Title</b>	: Director – Development and Production
<b>Location and Department</b>	: Dili
<b>Reporting Relationships</b>	: Refer to Organisation Chart No: ANPM
<b>Position line reports to</b>	: President
<b>Positions line reporting to</b>	: Refer to Organisation Chart of ANPM

## 1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor – Leste’s body responsible of managing and regulating petroleum activities in the Timor-Leste’s exclusive jurisdictional areas and in the JPDA in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANPM also tasked to regulate mineral operations activities in the territory of Timor-Leste in accordance with the applicable legal frameworks. Under the Timor Sea Treaty, the ANPM is mandated by Timor-Leste and Australia as the Designated Authority (DA) to administer and regulate the upstream petroleum activities within the Joint Petroleum Development Area (JPDA) in the Timor Sea.

## **2. KEY OBJECTIVES**

- 2.1 To direct and coordinate oil and gas development and production activities in the Timor-Leste exclusive jurisdiction areas and within the ANPM jurisdiction consistent with Timor-Leste Petroleum Activities Law and with the Timor Sea Treaty arrangements between Timor-Leste and Australia;
- 2.2 Report to the president of ANPM and provide development and production advices as required;
- 2.3 Manage and supervise the functions and staff of the Development and Production Directorate;
- 2.4 Manage and supervise Development and Production Directorate staff, with emphasis on Goals, Teamwork, Motivation, Establish system, and Effective Prioritisation.

## **3. PRINCIPAL ACCOUNTABILITIES**

- 3.1. Ensure the achievement of annual objectives for the Development and Production Team, and the ANPM;
- 3.2. Approve Contract Operator's development and production activities;
- 3.3. Monitor the performance of development and production activities conducted in the Timor-Leste Jurisdiction and within the JPDA the jurisdiction;
- 3.4. Ensure effective communication and cooperation between Directorates;
- 3.5. Monitor Industry Legislation to ensure the effective maintenance of the ANPM's own Regulations, Directions and Guidelines;
- 3.6. Monitor activities to ensure compliance with internal standards via the Management System, and participate with other Directors, in the overall administration of the ANPM;
- 3.7. Prepare/ approve /accept development and production reports;
- 3.8. Supervise all activities associated with Contract Awards, Annual Work Programs and Budgets, Development Plans, Production Facilities, Contract Variations / Terminations.
- 3.9. Empowering Timor-Leste nationals through training program;
- 3.10. Attend/ report at Management Committee Meetings, Board of Director Meetings, and Joint Commission Meetings, when required;
- 3.11. Establish effective working relationships with relevant Timor-Leste's and Australian authorities;

- 3.12 Any other duties related as directed by the President.

#### **4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

##### **4.1 Essential**

- 4.1.1 Tertiary Technical Qualification in Petroleum related engineering field;
- 4.1.2 5 years of broad experiences in Offshore/Onshore Oil and Gas Exploration and Production Industry;
- 4.1.3 Timor-Leste National;
- 4.1.4 Experience in supervising and implementing organizational policies and procedures;
- 4.1.5 High degree of computer literacy;
- 4.1.6 Ability to communicate fluently and effectively in English (written, listening, reading and verbal);
- 4.1.7 Ability to communicate in at least Portuguese or Tetum (written and verbal);
- 4.1.8 Skills and experience in using Microsoft Office Suite and Lotus Notes.

##### **4.2 Desirable**

- 4.2.1 Master degree in Petroleum Engineering related field;
- 4.2.2 5 years experiences in a supervisory position;
- 4.2.3 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.2.4 An understanding of the existing Australian and Timor-Leste regulatory framework for oil and gas.

