



HUMAN RESOURCES

POSITION DESCRIPTION

PD CODE: ANPM/PD/TS/HR/005

APPROVED :
G. DA SILVA

CHECKED :
D. MARTINS

ORIGINATOR:
E. DA COSTA

ISSUE DATE : 1 Arp 17

REVISION NO: 0

Position Title : Human Resources Officer

Location and Department : Dili

Reporting Relationships : Refer to Organisation Chart No: ANPM

Position line reports to : Manager - Training and Human Resources

Positions line reporting to : Refer to Organisation Chart No: ANPM

1. ROLE SUMMARY

- 1.1 The 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 is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation and distribution of petroleum, natural gas and mineral resources. The ANPM also tasked to regulate mineral operations activities in the territory of Timor-Leste in accordance with the applicable legal frameworks.

2. KEY OBJECTIVS

- 2.1 Provide human resource management support and advice to directors, supervisors and employees in the ANPM;
- 2.2 Develop and implement human resource management section of the management system;
- 2.4 Assist the Manager – Training and Human Resources to review ANPM policies and procedures to accommodate staff issues and concerns.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Develop and implement human resources plan in accordance with policies and procedure in place;
- 3.2 To assist T&HR Manager and Employment Relation Officer to perform staff recruitment and selection process, when required;
- 3.3 Act as the focal point to coordinate, manage, and support individual performance review, advise relevant supervisors and provide advice and assistance, when required;
- 3.4 Act as the contact person to update information with Insurance provider related to the ANPM staff and staff's claim;
- 3.6 Coordinate with Training Development Officer to conduct recruitment and selection process of Graduate Internship Program (GIP) in order to ensure a timely organized in accordance with policy and procedure in place;
- 3.6 Assist T&HR Manager to develop and explain employment standards, legislation, policy and procedure related to staff compensation, benefits, and other labour issues;
- 3.7 Act as the first person to check and review staff's attendance before final review performed by T&HR Manager;
- 3.8 Seek and consult with labour department and Timor-Leste trade union in regards to employment issues related to labour law;
- 3.9 Cooperate with Payroll Officer to drill staff weekly or monthly attendance and follow up with staff to complete necessary documents related to the attendance confirmation;
- 3.10 Monitor staff performance and attendance activities such as daily attendance, provide advice to staff who have poor attendance and advice disciplinary action toward poor attendance;
- 3.11 Assist Manager – T&HR to plan and develop human resource budget;
- 3.12 Coordinate with Training Development Officer to develop and maintain staff gap analysis;
- 3.13 Provide human resources officer monthly report to supervisor;
- 3.14 Record and update staff's leave information, and advise staff in regards to their leaves;
- 3.15 Any others related task as required by supervisor or senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 University degree/qualification in Psychology, Human Resources Management, Management, and Public Administration;
- 4.1.2 Three years working experience in Human Resources Management role;
- 4.1.3 Strong knowledge and skills in Human Resources issues;
- 4.1.4 Ability to communicate fluently in English (writing, listening, reading and speaking);
- 4.1.5 Ability to communicate effectively with employees and stakeholders at all levels;
- 4.1.6 Sensitive people skills with good team work, excellent interpersonal skills, and well understanding of employment issues;
- 4.1.7 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.8 Proficient in the use of the Microsoft Office Package, PowerPoint and Lotus Notes System;
- 4.1.9 Good Administration and Organisation Skills.

4.2 Desirable

- 4.2.1 Some experience and knowledge on Training issues;
- 4.2.2 Experience in the Oil and Gas Industry;
- 4.2.3 Ability to communicate in Portuguese.