
	<b>OFFICER</b>	PD CODE: ANPM/PD/DS/009
		APPROVED : G. DA SILVA 
	<b>POSITION DESCRIPTION</b>	CHECKED: N. DE JESUS & E. DA COSTA
		ORIGINATOR: J. COSTA
		ISSUE DATE :      October 2018
		REVISION NO: 0
<b>Position Title</b> : Administration & Data Registry Officer  <b>Location and Department</b> : Dili, Downstream  <b>Reporting Relationships</b> : Refer to Organisation Chart No: ANPM  <b>Position line reports to</b> : Manager - Downstream		

## 1. ROLE SUMMARY

- 1.1 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 jurisdiction 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 regulations 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 OBJECTIVES

- 2.1 Support the Downstream Directorate in establishing and managing the information pertaining to the downstream infrastructure located within the Territory of Timor-Leste;
- 2.2 Establish and manage the Public Registry on Licenses and Licensees as required by Regulation to be established by the ANPM on Data Registry;
- 2.3 Establish and manage the fuel import database, import applications and the True up Mechanism of Trading activity;
- 2.4 Support the Downstream Directorate in the calculation of License fees;
- 2.5 Provide Administration support to the Downstream Directorate;



### 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Establish the central registry of downstream infrastructure and the public registry on Licenses and licensees;
- 3.2 Maintain, manage and update the information to be included in public registry and in the central registry of downstream infrastructure;
- 3.3 Prepare draft calculation of downstream activity licensing fee for Manager/Director approval;
- 3.4 Establish and maintain Downstream Activity License Fee monitoring plan and ensure the fee are paid in due time;
- 3.5 Arrange the publication of Downstream activity licenses, fees and other documents in the ANPM website and Journal da Republica;
- 3.6 Manage the Trading Application for the import and export of fuel, Biofuel and Lubricant and upload into the system;
- 3.7 Prepare and maintain Fuel, Biofuel and Lubricant Import and export database;
- 3.8 Prepare True up Mechanism of Trading Activity and ensure the True Up Mechanism process is concluded in accordance with Trading Regulation;
- 3.9 Ensure the submission of trading documents such as Quarterly Report, Annual Report and Annual Import Plan and upload the documents into the system;
- 3.10 Prepare notification letters to Custom and Fuel Traders on the approval of import and export of Fuel, Biofuel and Lubricants applications;
- 3.11 Prepare monthly report on data entry to the manager/director;
- 3.12 Prepare report for Director to present to MCM or BOD;
- 3.13 Prepare documents required for ANPM internal and external auditing propose;
- 3.14 Assist the Downstream Directorate in providing information on the license requirement as well as other administration supports if required;
- 3.15 Perform any other duties related as directed by Supervisor or Management.



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

##### 4.1 Essential:

- 4.1.1 Must hold a bachelor degree in management / business, administration & commercial and relevant discipline;
- 4.1.2 At least have one year working experience in Administration and Data Management;
- 4.1.3 Ability to provide good customer service;
- 4.1.4 Ability to communicate fluently in English (writing, speaking, reading, and listening);
- 4.1.5 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.6 Proficient in the use of the Microsoft programs, Lotus Notes Software;
- 4.1.7 Timorese Nationality.

##### 4.2 Desirable:

- 4.2.1 Ability to communicate in Portuguese, Tetum and/or Bahasa (written and verbal);
- 4.2.2 Working knowledge and experience in oil and gas Industries,

