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|  | ASSISTANT | PD CODE: ANPM/PD/HSE/008 |
| | | APPROVED: G. DA SILVA |
| | | CHECKED: V. DE OLIVEIRA & E. DA COSTA |
| | POSITION DESCRIPTION | ORIGINATOR: J. SARMENTO |
| | | ISSUE DATE: January 2018 |
| REVISION NO: 1 PAGE 1 of 3 | | |
| Position Title : Environmental Assistant Location and Department : Dili Reporting Relationships : Refer to Organisation Chart No: ANPM Position reports to : Manager – Environment Positions reporting to it : Refer to Organisation Chart No: ANPM | | |

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor Leste's Public Institutions responsible of managing and regulating petroleum activities in the Timor-Lestes' exclusive jurisdiction areas and in the JPDA in accordance with the Decree-Law no 1/2016 on the establishment of the ANPM. The ANPM roles are to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation of oil and natural gas resources, and the distribution, wholesaling and retailing of refined oil and gas products. The ANPM also regulates exploration and exploitation of minerals in Timor-Leste in accordance with the applicable legal frameworks.

2. KEY OBJECTIVES

- 2.1 Provide technical and clerical support to the Manager – Environmental and officers;
- 2.2 Produce statistical and other report for internal and external distribution;
- 2.3 Provide technical and clerical support to the HSE Directorate in the areas of statistical compilation of approval, audit/inspection, incident and compliance registers, environmental monitoring and environmental performance data, monthly and annual reporting requirement;

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Assist and involved in preparation for HSE audit and inspection;
- 3.2. Participate in HSE inspection as required;
- 3.3. Assist in reviewing of environmental regulatory submissions such as environmental impact assessment, environmental management plan, oil spill contingency plan, and other relevant environmental documents;
- 3.4. Assist in the generation of routine and special reports and arrange distribution;
- 3.5. Assist in the arrangement of meetings, including preparation of presentations materials;
- 3.6. Assist to prepare and distributed a range of reports, memoranda, manuals, and booklets associated with environment activities;
- 3.7. Assist with the compilation of the daily, monthly and annual environment statistics report;
- 3.8. Assist environment manager in maintaining and updating the status of ANPM's approval tracking registers of environmental submissions and activities;
- 3.9. Assist in maintaining proper filling including incoming and outgoing register for HSE Directorate;

3.10. Any other duties as directed by the supervisors and/or managers.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Tertiary qualification in environmental engineering, industrial engineering, chemical engineering, natural resources and environmental management.
- 4.1.2 Ability to communicate fluently in English (writing, reading, listening and speaking);
- 4.1.3 One year experience in a technical office/academic environment using personal computers on a LAN and adaptability to word processing, spread-sheets, access, graphics and database packages;
- 4.1.4 Able to work independently as well as within a team;
- 4.1.5 High level of personal initiative, awareness and adaptability;
- 4.1.6 High degree of self-motivation, ability to prioritise work and meet deadlines;
- 4.1.7 Good knowledge of Microsoft Windows XP, Microsoft Office and Lotus Notes Software.

4.2 Desirable

- 4.2.1 At least one year working experience in the oil and gas industry;
- 4.2.2 Skills and experience in an office environment in a technical/clerical role;
- 4.2.3 Have the ability cope with demanding work load, and can work independently;
- 4.2.4 Good understanding of role of Regulatory authorities;
- 4.2.5 An interest and knowledge of health, safety, and environment issues.

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