

	OFFICER	PD CODE: ANPM/PD/D&P/007
		APPROVED : G. DA SILVA 
	POSITION DESCRIPTION	CHECKED: F. DA SILVA & E. DA COSTA
		ORIGINATOR: E. PINTO
		ISSUE DATE : 14 February 2019
		REVISION NO: 2
Position Title : Production & Facility Officer Location and Department : Dili, Development & Production Reporting Relationships : Refer to Organisation Chart No: ANPM Position line reports to : Manager – Subsurface, Drilling & Production		

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 Manage Production engineering information and data in order to maintain an oversight of production trend through nodal analysis in support of ongoing reservoir management activities;
- 2.2 Participate in ongoing training activities to increase knowledge and skills in the petroleum production engineering in order to gradually assume increasing responsibilities in the area of production optimization.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Monitor Operator Onshore and Offshore:
 - 3.1.1 Oil and gas plants normal operating parameters in order to maintain and oversight of proposed, planned and ongoing production activities;
 - 3.1.2 Process equipment normal operating conditions in order to maintain and oversight of proposed, planned and ongoing production activities;
 - 3.1.3 Utility plants normal operating parameters in order to maintain and oversight of proposed, planned and ongoing production activities;
 - 3.1.4 Monitor Operator LNG plant normal operating parameters in order to maintain and oversight of proposed, planned and ongoing production activities;
- 3.2 Collect and maintain production engineering information and data and disseminate to the relevant stakeholders as directed by the Manager – Subsurface, Drilling & Production;
- 3.3 Participate and contribute in the assessment of proposed field development plan from the perspective of production engineering, both short and long term production management;
- 3.4 Contribute to the development of procedures/guidelines for operators on the production engineering information required by ANPM for the purpose of monitoring field production performance;
- 3.5 Undertake visits to onshore/offshore production facilities for analysis and quality control of production data acquisition and witnessing other relevant live production data;
- 3.6 Assist in review of decommissioning plan, particularly related to production facilities removal
- 3.7 Work closely with supervisors and undertake agreed training courses and exercises related to production engineering and related ANPM activities;
- 3.8 Develop and maintain accessible and comprehensive internal production engineering database;
- 3.9 Generate routine and special reports on production, and co-ordinate the dissemination of reports and other technical information to relevant stakeholders;
- 3.10 Support Manager – Sub surface, Drilling and Production in liaison with operators on proposed, planned and ongoing well operations and other related production activities;

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- 3.11 Undertake research in relation to Production operations as requested by the Manager – Sub surface, Drilling and Production;
- 3.12 Participate in project teams on ANPM internal work or special projects involving operators and/or external contractors;
- 3.13 Continuous assessment of operator Technical drawings PFD's and P&ID's, Normal Operating Process Parameters, Plant Description, Process Operation Procedures, Field Instrumentation, Process Equipment Specifications, Critical Equipment Parameters, Well Production Supervision;
- 3.14 Compliance - Develop a high standard of Health, Safety and Environment awareness and achievement within his subordinate staff and areas of responsibility;
- 3.15 Prevention - Ensure that all steps are taken to prevent accidents and incidents, and promote an awareness of prevention;
- 3.16 HSE Mindset - Actively promote an attitude, by his subordinates, in carrying out all tasks in a HSE friendly manner;
- 3.17 Drills, Exercises and Training - Contribute to the setting up of any emergency response drills and exercises and care for his staff Training on HSE matters;
- 3.18 Any other related duties as directed by the supervisor and/or senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Bachelor degree in Petroleum engineering;
- 4.1.2 At least one year working knowledge and experience in Petroleum area (in onshore/offshore oil & Gas Exploration & Production Industry);
- 4.1.3 Ability to communicate fluently in English (written and verbal);
- 4.1.4 Demonstrate commitment to teamwork;
- 4.1.5 Ability to work and communicate effectively with operators by contributing to multi-disciplinary and multi-cultural teams;
- 4.1.6 An understanding of the existing petroleum regulatory frameworks;

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- 4.1.7 Commitment to the implementation of approved procedures, oilfield industry standards and regulations;
- 4.1.8 Working knowledge and experience in the use of Petroleum and/or Reservoir Engineering software applications (Avocet, OFM, etc), Nodal analysis;

4.2 Desirable

- 4.2.1 Proficient in the use of the Microsoft Office and Lotus Notes computer packages;
- 4.2.2 Ability to communicate in Portuguese and Bahasa Indonesia (written and verbal);
- 4.2.3 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.2.4 A basic interest and knowledge of Health, Safety and Environmental issues;
- 4.2.5 Current Timor-Leste driver's licence.