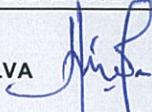


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|  | MANAGER | PD CODE: ANPM/PD/D&P/002 APPROVED: G. DA SILVA  CHECKED: E. DA COSTA  |
| | POSITION DESCRIPTION | ORIGINATOR: F. DA SILVA  ISSUE DATE: 1 MARCH 2019 REVISION NO: 2 PAGE 1 of 3 |
| Position Title : Manager – Drilling & Production Location and Department : Dili, Development & Production Reporting Relationships : Refer to Organisation Chart No: ANPM Positions line reporting to : Director – Development & Production | | |

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-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 Maintain communication with Contract Operators on proposed, planned and ongoing development drilling and production activities;
- 2.2 Manage all reservoir and drilling activities in a manner consistent with ANPM regulations, policies and procedures;
- 2.3 Provide supports for ANPM business units and management team;
- 2.4 Report to the Director – Development & Production (D&P).

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Participate in, and assess, all activities of Development Plans (from early screening stage through to implementation);
- 3.2. Collect and manage subsurface, production and drilling data and information from Contract Operator's development and production operations and assess the quality of data provided;
- 3.3. Monitor Contract Operator's subsurface, drilling and production activities and assess in accordance with established guidelines;
- 3.4. Assess Contract Operator's proposed Field Development Plan (FDP) and provide recommendation for approval;
- 3.5. Assist in assessing field decommissioning plan and related operations during the execution phase;
- 3.6. Prepare/approve/accept technical reports, develop reporting format and frequency at various level;
- 3.7. Manage Development and Production staff with special emphasis on Teamwork/Training/Performance/Motivation;



- 3.8. Support HSE Department in the administration of Issued Regulations with particular emphasis on Safety Case (s), Environmental Assessment and Management Plans;
- 3.9. Provide support on establishment of works systems within the organisation;
- 3.10. Provide supervision and support to technical staff and trainees and assist in the implementation of training programmes for employees within Development and Production Directorate;
- 3.11. Prepare Reports for Management Committee Meeting (MCM), Executive Board Meetings, Joint Commission Meeting (JCM) for JPDA and other high level meetings and attend if required;
- 3.12. Initiate Annual Work Plan which include inspections, capacity building for Development and Production Directorate staff and monitor the execution of the directorate work program and budget;
- 3.13. Travel to offshore and onshore facilities for inspection, observation or for performing any other regulatory function;
- 3.14. Any other duties as directed by the supervisor and/or senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must hold a University degree in Petroleum engineering or Geological engineering;
- 4.1.2 3 years or more of broad experience in oil and gas industry, particularly dealing with offshore/onshore oil & gas Exploration & Production with at least 2 years' experience in each of respective fields of production facility, reservoir engineering and drilling engineering;
- 4.1.3 Working experiences with quality and HSE procedure and practices in the oil and gas

industry;

- 4.1.4 Administratively competent, including liaison with operators, contractors, local authorities and government agencies;
- 4.1.5 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.6 Ability to participate in teamwork at various levels (team leader or member of a special taskforce);
- 4.1.7 Ability to motivate and develop mutual respect in workgroups;
- 4.1.8 Proficient in the use of: Microsoft Windows XP, Lotus Notes R6 computer and Commercial Software related to oil and gas reservoir and production engineering such as Avocet, OFM, Prosper, Eclipse, CMG and Petrel;
- 4.1.9 Proficient in English Language (writing, speaking, reading and listening);
- 4.1.10 Timor-Leste nationality.

4.2 Desirable

- 4.2.1 Master degree in Petroleum engineering or Geological engineering;
- 4.2.2 3 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 Ability to communicate (verbal and written) in Portugues.

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