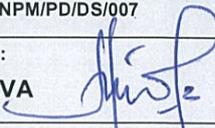


	<b>OFFICER</b>	PD CODE: ANPM/PD/DS/007
		APPROVED : G. DA SILVA 
		CHECKED: N. DE JESUS & E. DA COSTA 
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: C.R. PINTO
		ISSUE DATE : 1 MARCH 2019
		REVISION NO: 0
<p><b>Position Title</b> : Downstream Calibration Officer</p> <p><b>Location and Department</b> : Dili, Downstream</p> <p><b>Reporting Relationships</b> : Refer to Organisation Chart No: ANPM</p> <p><b>Position line reports to</b> : Manager – Downstream Inspection</p>		

## 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-Lestes' exclusive jurisdiction areas and in the JPDA in accordance with the Decree-Law on the establishment of the ANPM and Decree-Law No.1/2012 on Downstream Sector. The ANPM rules is 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 shall ensure national energy security and shall oversee and regulate all oil and gas activities to ensure uninterrupted supplies and quality assured products are available to consumers. It is also tasked to develop a strong oil and gas management institution in Timor-Leste.

## 2. KEY OBJECTIVES

- 2.1 Support the Downstream Directorate in insuring instruments, gauges, volumetric consumptions and testing devices are calibrated correctly and give accurate readings;
- 2.2 Play the key role as the compliance officer for Calibration issues for downstream activities specifically fuel filling station, storage facility and other devices installed in downstream infrastructure.
- 2.3 To be an authorized downstream inspectors and play all inspector rules as foreseen on Inspection Division Regulation;
- 2.4 Communicate the calibration activity and result to the ANPM hierarchy;
- 2.5 Support Downstream directorate in ensuring the implementation of Decree-Law and regulations under supervision of Inspection Manager.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Perform verification, testing and calibration of volumetric instruments, gauges and measuring devices in a downstream petroleum activity infrastructure are in accordance with technical rules and specifications ensuring the instrument give accurate readings;
- 3.2 Procure, monitor and maintain calibration equipment and tools used to verify volumetric consumptions, gauges and measuring devices in standard working conditions;
- 3.3 Develop verification and calibration procedures for each piece of equipment based on detailed drawings, blueprints and other technical specifications provided based on instrument manufacturer;
- 3.4 To compile, establish and record the performance of installed volumetric consumptions, gauges and measuring devices data from each downstream operator measuring instrument.;
- 3.5 To review operators plan including operator management of change program ensuring volumetric consumptions, gauges and measuring devices maintenance program are in accordance with technical rules and regulations, codes, and international standard and guidelines acceptable by the ANPM;
- 3.6 Work with the manager inspection to maintain the quality documents and quality system through the requirements of established best practices for quality assurance;

- 3.7 Prepare report on calibration activity and report to manager inspection/director;
- 3.8 Assist Downstream Directorate in establishing the Downstream Technical Regulation;
- 3.9 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 Have university degree in electrical engineering, mechanical engineering or electromechanical engineering;
- 4.1.2 Have working experiences up to 2 years dealing with engineering field such as the operation and maintenance of instruments, gauges, volumetric consumptions and testing devices installed within downstream infrastructure;
- 4.1.3 Adequate working English language and Communication skills;
- 4.1.4 A high degree of self-motivation, able to prioritise work, set targets and objectives;
- 4.1.5 Knowledge of computers, lotus notes, internet usage and working knowledge of database handling and software for customer computers;
- 4.1.6 Timor-Leste Nationality;
- 4.1.7 Have good communication skills, since calibration officer report the results of tests to ANPM hierarchy.

##### **4.2 Desirable**

- 4.2.1 Experience in working in a testing/calibration working environment;
- 4.2.2 Ability to effectively communicate in Portuguese and/or Tetum
- 4.2.3 Demonstrate proactive, detail oriented, and thorough work ethics;
- 4.2.4 Must exhibit good mechanical abilities and background