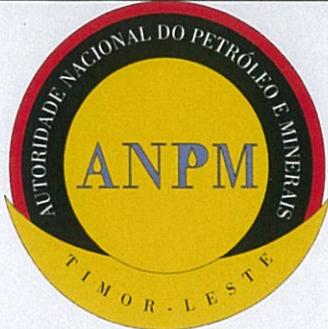


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|    | <b>ASSISTANT</b>  | PD CODE: ANPM/PD/HSE/008<br>APPROVED : <br>G. DA SILVA |
|   | <b>POSITION</b>   | CHECKED: <br>V. DE OLIVEIRA & E. DA COSTA              |
| <b>DESCRIPTION</b>  | ORIGINATOR: <br>C. PINTO | ISSUE DATE : 1 MARCH 2019<br>REVISION NO: 0   |
| <p><b>Position Title</b> : Health &amp; Safety Inspection &amp; Measurement Assistant</p> <p><b>Location and Department</b> : Dili, HSE</p> <p><b>Reporting Relationships</b> : Refer to Organisation Chart No: ANPM</p> <p><b>Position line reports to</b> : Manager – Health &amp; Safety</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-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 Assist in the implementation of HSE Management systems to support the Regulations of ANPM aspects of activities within the Authority's jurisdiction;
- 2.2 Provide technical and clerical support to the Manager – Health & Safety and Officers;
- 2.3 Produce statistical and other report for internal and external distribution through the use of computer based program and software packages;
- 2.4 Provide technical and clerical support to the HSE Directorate in the area of: statistical compilation and reporting; approval, audit, inspection, incident and compliance registers, and; monthly reporting requirement.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assist Manager – Health & Safety and Officer in developing and maintenance of an incident database which requires the receipt, input of data, trend analysis, report generation and distribution;
- 3.2 Assist Manager – Health & Safety and Officer in developing and maintenance of inspection findings and Corrective Actions database;
- 3.3 Involve and contribute to the effective and efficient assessment of Health and Safety related submissions (including Safety Cases, ERP, Health and Safety Plan, aircrafts and vessels documents, etc).
- 3.4 Develop schedule or timetable for inspection of facilities;
- 3.5 Coordinate with Manager – Health & Safety, H&S Officer and Safety Case Officer to identify areas to be inspected in the facilities;
- 3.6 Assist Manager – Health & Safety and Officers to make necessary preparation & carry-out investigation to Petroleum facilities according to the incident/accidents that might occur;
- 3.7 Pro-actively monitor operator performance through review of operator's report & highlight any incident/accident that may be occurred in the petroleum operations to Manager – Health & Safety, Officers and/or Director HSE;
- 3.8 Assist in generating routine and special reports from the reporting systems detailed above and arrange for their distribution both internally and externally required;
- 3.9 Prepare presentation graphics from MS Office based packages as required;

- 3.10 Maintain the Safety Alert files;
- 3.11 Develop and maintain various database related to Health, Safety and Environment issues, topics and monitoring requirements;
- 3.12 Assist with the preparation for and performance of HSE Audits of operators and contractors associated with activities within the TLEA and the Joint Petroleum Development Area;
- 3.13 Assist the Manager – Health & Safety in researching issues and projects;
- 3.14 Any other duties as directed by supervisor and/or senior management.

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

### **4.1 Essential**

- 4.1.1 Tertiary qualification in Health & Safety, or safety engineering, industrial engineering, chemical engineering, mechanical engineering and petroleum engineering;
- 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 Timor-Leste Nationality;
- 4.1.8 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 experiences in the oil and gas petroleum facility's inspection processes.
- 4.2.3 Skills and experience in an office environment in a technical/clerical role; ;
- 4.2.4 Have the ability cope with demanding work load, and can work independently and team work;
- 4.2.5 Good understanding of role of Regulatory authorities;
- 4.2.6 Good understanding and able to interpret health and safety applicable laws for administering health and safety aspects in Petroleum Industry.
- 4.2.7 An interest and strong foundation/knowledge of health, safety, and environment issues.