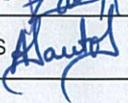


	OFFICER	PD CODE: ANPM/PD/PRE/005 APPROVED: G. DA SILVA  CHECKED: D. MARTINS & E. DA COSTA 
	POSITION DESCRIPTION	ORIGINATOR: A. S. DOS SANTOS  ISSUE DATE: 1 March 2019 REVISION NO: 0 PAGE 1 of 3
Position Title : Portuguese Language Officer Location and Department : Dili, ANPM President Office Reporting Relationships : Refer to Organisation Chart No: ANPM Positions line reporting to : Portuguese Language Specialist		

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. To support the ANPM Portuguese Language Specialist on translating various documents and assignments;
- 2.2. To support the ANPM Portuguese Language Specialist in translation during a meeting and conference when using Portuguese language;
- 2.3. To provide sound and close assistance and follow-up to staff in relation to interpretation and translation materials in areas required;
- 2.4. To facilitate the ANPM staff's oral and written communication and their Portuguese Language development within the ANPM.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Translate, proofread and/or interpret from or into Portuguese multiple documents required by the several different Directorates;
- 3.2 Interpret from or into Portuguese during a specific event, such as a meeting, a conference, a workshop or other;
- 3.3 Plan, record and upload the “Palavra do Dia” daily on ANPM’s internal system;
- 3.4 Facilitate and encourage the communication (oral and written) in Portuguese during the “Dia do Português” around the office and provide feedback on that communication;
- 3.5 Provide staff with support “in loco” to write formal documents in Portuguese;
- 3.6 Support the design of occasional activities in Portuguese Language along the year;
- 3.7 Support the organization of bilingual or multilingual technical glossaries (oil/gas and minerals);
- 3.8 Provide language assistance – support services such as draft and edit documents in Portuguese and Tetum to relevant departments, when required;
- 3.9 Liaise with Portuguese Language Specialist and Communication Officer to prepare the ANPM trimestral, annual report annual planning in Portuguese language;

- 3.10 Coordinate with Portuguese Language Specialist and Communication Officer to translate any announcement or vacancy notice exists in English to be translated to Portuguese language for advertisement proposed;
- 3.11 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 Portuguese Language or an equivalent study and working knowledge in Portuguese working environment;
- 4.1.2 Minimum 3 years experience in translating documents such as law, regulations and commercial;
- 4.1.3 Must be fluent in Portuguese and English (writing, speaking, reading and listening);
- 4.1.4 Timorese Nationality;
- 4.1.5 Highly developed analytical and problem-solving skills;
- 4.1.6 High level of personal initiative, awareness and adaptability;
- 4.1.7 High degree of self-motivation, ability to prioritise work and meet deadlines;
- 4.1.8 Good Knowledge of Microsoft Windows XP, Microsoft Office and Lotus Notes Software.

4.2 Desirable

- 4.2.1 Ability to communicate in Tetum and/or Bahasa Indonesia (written and verbal);
- 4.2.2 Working knowledge and experience in oil and gas industries.

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