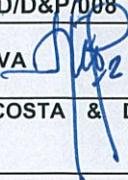


	OFFICERS	PD CODE: ANPM/PD/D&P/008 APPROVED: G. DA SILVA  CHECKED: E. DA COSTA & D. MARTINS
	POSITION DESCRIPTION	ORIGINATOR: F. DA SILVA ISSUE DATE: 1 Sep 19 REVISION NO: 0 PAGE 1 of 4
<p>Position Title : Operations Admin Officer</p> <p>Location and Department : Dili, Development & Production (D&P) Directorate</p> <p>Reporting Relationships : Director – D&P</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p>		

1. ROLE SUMMARY

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's body responsible for managing and regulating petroleum and mineral activities in the Timor-Leste's Exclusive Jurisdiction Areas and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT). The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation and distribution of petroleum natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor – Leste.

2. KEY OBJECTIVES

- 2.1. Provide full administrative and secretarial support of upstream operations including Greater Sunrise Special Regime (GSSR) project under supervision of the Development and Production Director;
- 2.2. Manage directorate's system for effective and efficient administration of upstream operations and GSSR Project;
- 2.3. Ensure effective communication and liaison with key stakeholders.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Plan and Manage D&P Directorate's administrative dealings for the GSSR Joint Commission Meeting, PSC Management Meeting and other relevant meetings;
- 3.2 Produce high quality and efficient documents including meeting minutes, letters, reports, graphic/presentation slides and briefing papers;
- 3.3 Manage the workflow of briefings, correspondence and requests for information to the D&P Director in line with priorities established by the D&P Director, monitor important issues, and follow up action when required;
- 3.4 Maintain confidentiality and observe information protection and associated protocols where appropriate;
- 3.5 Work with information technology and associated systems in accordance with the ANPM Policies;
- 3.6 Regularly review and enhance the administration directorate's system and procedures to manage the administration of the upstream operations and Special Regime Project in effective and efficient manner;
- 3.7 Promote clear and effective communication with key stakeholders;

- 3.8 Carry out any other reasonable duties and responsibilities within the overall function, proportional with the level of responsibilities of the post;
- 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 Qualifications

A person holding Bachelor degree in one of the following areas may consider applying for this position;

- International relations
- Communication management
- Administration
- Business management
- And other related fields such as Petroleum engineering, Geological engineering, Chemical engineering and Mechanical engineering with strong working experiences in administration matters.

4.1.2 The knowledge, skills and personal attributes required for satisfactory job performance

Knowledge

- An understanding of the Maritime Boundary Treaty (MBT) and the GSSR with the existing petroleum regulatory frameworks including all associate upstream operations in Timor Leste
- Basic understanding of Oil and Gas industry
- Human Resource Management
- Communicates with influence

Skills

- Effective verbal, listening and writing communication skills of using English
- Teamwork skills
- Communicates with influence skills
- Proficient in the use of Microsoft Office, and Lotus Notes
- Typing skills of 40 words per minute
- Portuguese language skills (desirable)

Experience

At least 2 years working experience in providing effective administrative related works in English speaking environment

Personal Attributes

- Maintain standards of conduct
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- De consistent and fair

4.1.3 Candidate must be Timor-Leste Citizen.