

	OFFICERS	PD CODE: ANPM/PD/CS/T/002 APPROVED: G. DA SILVA  CHECKED: D. MARTINS
	POSITION DESCRIPTION	ORIGINATOR: E. DA COSTA ISSUE DATE: 1 Sep 19 REVISION NO: 0 PAGE 1 of 4
<p>Position Title : Portuguese Language Officer</p> <p>Location and Department : Dili, Corporate Services Directorate</p> <p>Reporting Relationships : Manager – Training</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, processing 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 To perform translation on various documents and assignments such as translation during a meeting and conference;
- 2.2. To teach the ANPM staff to increase their Portuguese Language ability;
- 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 Teach Portuguese language to the ANPM staff at the beginner levels as per Portuguese modules in place;
- 3.7 Support the design of occasional activities in Portuguese Language along the year;
- 3.8 Support the organization of bilingual or multilingual technical glossaries (oil/gas and minerals);
- 3.9 Provide language assistance – support services such as draft and edit documents in Portuguese and Tetum to relevant departments, when required;
- 3.10 Liaise with Communication Officer to prepare the ANPM trimestral, annual report annual planning in Portuguese language;

- 3.11 Coordinate with Communication Officer to translate any announcement or vacancy notice exists in English to be translated to Portuguese language for advertisement proposed;
- 3.12 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.