

	MANAGER	PD CODE: ANPM/PD/D&P/002
		APPROVED: G. DA SILVA 
	POSITION DESCRIPTION	CHECKED: E. DA COSTA
		ORIGINATOR: F. DA SILVA
		ISSUE DATE: 1 DECEMBER 2019
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Position Title : Manager – Production & Facility Location and Department : Dili, Development & Production Reporting Relationships : Refer to Organisation Chart No: ANPM Positions line reporting to : Director – Development & Production		

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 Maintain communication with Contract Operators on proposed, planned and ongoing development and production operations activities;
- 2.2 Ensure maximum economic recovery from producing oil and gas developments;
- 2.3 Manage all production operations activities in a safe manner consistent with ANPM regulations, policies and procedures;
- 2.4 Provide supports for ANPM business units and management team;
- 2.5 Report to the Director – Development & Production (D&P).

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Participate in, and assess, all activities of Production Operations Plans (from early screening stage through to implementation);
- 3.2. Collect and manage production and facility data and information from Contract Operator's development and production operations including assessing the quality of data provided;
- 3.3. Monitor Contract Operator's production operations activities and assess in accordance with established guidelines;
- 3.4. Review Contract operators Shutdown Plan;
- 3.5. Assess Contract Operator's proposed Field Development Plan (FDP) and provide recommendation for approval;
- 3.6. Assist in assessing removal and disposal strategy of field decommissioning plan and related operations during the execution phase;
- 3.7. Prepare/approve/accept technical reports, develop reporting format and frequency at various levels;



- 3.8. Manage Production and Facility staff with special emphasis on Teamwork/Training/Performance/Motivation;
- 3.9. Support HSE Department in the administration of Issued Regulations with particular emphasis on Safety Case (s), Environmental Assessment and Management Plans;
- 3.10. Provide support on establishment of works systems within the organisation;
- 3.11. Provide supervision and support to technical staff and trainees and assist in the implementation of training programmes for employees within Production and Facility Department;
- 3.12. Prepare Reports for Management Committee Meeting (MCM), Executive Board Meetings, Governance Board Meeting for GSSR and other high level meetings and attend if required;
- 3.13. Initiate Annual Work Plan which include inspections, capacity building for Production and Facility Department staff and monitor the execution of the department work program and budget;
- 3.14. Travel to offshore and onshore facilities for regular inspection, observation to ensure Contract Operators Operations Management System such as maintenance and facility integrity are fully implemented and effective;
- 3.15. 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 Petroleum engineering or relevant engineering discipline;
- 4.1.2 3 years or more of broad experience in oil and gas industry, particularly dealing with offshore/onshore oil & gas Production Operations with at least 2 years' experience in each

of respective fields of production facility and related oil and gas engineering projects;

- 4.1.3 Working experiences with quality and HSE procedure and practices in the oil and gas industry;
- 4.1.4 Administratively competent, including liaison with operators, contractors, local authorities and government agencies;
- 4.1.5 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.6 Ability to participate in teamwork at various levels (team leader or member of a special taskforce);
- 4.1.7 Ability to motivate and develop mutual respect in workgroups;
- 4.1.8 Proficient in the use of: Microsoft Windows XP, Lotus Notes R6 computer and Commercial Software related to oil and gas reservoir and production engineering such as Avocet, OFM, Prosper, Eclipse, CMG and Petrel;
- 4.1.9 Proficient in English Language (writing, speaking, reading and listening);
- 4.1.10 Timor-Leste nationality.

4.2 Desirable

- 4.2.1 Master degree in Petroleum engineering or relevant engineering discipline;
- 4.2.2 3 years experiences in a supervisory position;
- 4.2.3 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.2.4 Ability to communicate (verbal and written) in Portuguese.