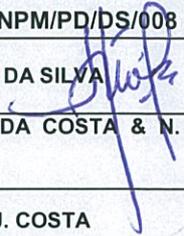


	OFFICERS	PD CODE: ANPM/PD/DS/008
		APPROVED: G. DA SILVA 
	POSITION DESCRIPTION	CHECKED: E. DA COSTA & N. DE JESUS
		ORIGINATOR: J. COSTA
		ISSUE DATE: 1 October 19
		REVISION NO: 0 PAGE 1 of 4
Position Title : Environmental Officer Location and Department : Dili, Downstream Directorate Reporting Relationships : Manager - Downstream Positions line reporting to : Refer to Organisation Chart No: ANPM		

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 Play the key role as the environmental compliance officer for downstream activities;
- 2.2 Actively involved in the environmental licensing process for downstream activities;
- 2.3 Ensure the implementation of Decree-Law No. 5/2011 and Decree-Law No. 1/2012 under the supervision of Manager - Downstream.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 To involve in the review of the environmental documents covering project documents, Simplified Environmental Impact Statement (SEIS), Environmental Impact Statement (EIS) and Environmental Management Plans (EMP) in accordance with Decree-Law No. 5/2011 on Environmental Licensing and Diploma Ministerial No. 46/2017 on the Detailed Requirements for Screening, Scoping and the Terms of Reference, Environmental Impact Statements and Environmental Management Plans for Environmental Assessment;
- 3.2 To communicate the assessment results with the operators and follow up with the Downstream Operators on resubmission of the Documents;
- 3.3 To establish data base for Environmental documents;
- 3.4 To liaise with the relevant Government Entities on the Environmental documents;
- 3.5 To establish the environmental baseline data information;
- 3.6 To assess the environmental applications for the issuance and renewal of Environmental License;
- 3.7 To update and prepare report to supervisor on the review process of Environment Documents;
- 3.8 To provide customer service to Downstream Operator on the Environmental Licensing process documents;

- 3.9 To establish the Downstream technical regulations including petroleum waste management policy;
- 3.10 Any other task as required by the supervisor and senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Bachelor degree in Environmental or Master Degree.
- 4.1.2 Has good understanding on Decree-Law No. 5/2011, Environmental Base Law, Diploma Ministerial No. 44 – 47/2017 and other applicable law for Environment;
- 4.1.3 Has good understanding on Decree-Law No. 1/2012 on Downstream Sector and Downstream Technical Regulations
- 4.1.4 Ability to work and communicate effectively with multi-disciplinary and multicultural teams;
- 4.1.5 Demonstrate commitment to team work;
- 4.1.6 Proficient in the use of Microsoft Office;
- 4.1.7 Timor-Leste Nationality;
- 4.1.8 A high degree of self-motivation, ability to priorities work and set targets.

4.2 Desirable

- 4.2.1 Ability to communicate in Tetum (Written & Verbal);
- 4.2.2 Ability to communicate in English (Written and Verbal).