

	OFFICERS	PD CODE: ANPM/PD/CS-T/002
	POSITION DESCRIPTION	APPROVED: G. DA SILVA 
CHECKED: D. MARTINS & E. DA COSTA		
ORIGINATOR: Z. PIRES		
		ISSUE DATE: JUNE 20
		REVISION NO: 0 PAGE 1 of 4
Position Title : Training Development Officer Location and Department : Dili, Corporate Services Directorate Reporting Relationships : Manager - Training 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. The ANPM also tasked to regulate mineral operations activities in the territory of Timor Leste in accordance with the applicable legal frameworks.

2. KEY OBJECTIVES

- 2.1 Provide support to Training Manager in coordinating training matters of the ANPM personnel to meet the ANPM's operational objectives;
- 2.2 Maintain policies related to training matters and develop their procedures;
- 2.3 Support the implementation of the competency management programs of the ANPM to each directorate.
- 2.4 Supervise the Graduate Internship Program (GIP) and Final Year Project (FYP)

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Coordinate with relevant Directors, supervisors or managers to implement any training activities for competency development purposes;
- 3.2 Develop related training procedures and review them as necessary in order to facilitate sound competency management programs;
- 3.3 Coordinate with relevant supervisors or managers to make the Job Competency Analysis available for each job and individual who hold the role. And record the analysis result under the management system;
- 3.4 Coordinate with relevant supervisors or managers to prepare Competency Development Plan;
- 3.5 Coordinate and support individual training plan, advising relevant supervisors and providing assistance / counselling where required;
- 3.6 Assist Training Manager to develop an annual training budget;
- 3.7 Manage the administration of the ANPM Professional Business Skills program and assist in the delivery of training to new employees, and to GIP interns;
- 3.8 Organise and coordinate collective training for ANPM staff, such as: language programs, management and leadership program, first aid training program, and other In-House Training Programs;
- 3.9 Create a database to list all the sources of training providers, including training programs calendar for accommodating all directorates for monitoring purpose;

- 3.10 Manage the employees' other knowledge sharing to others and GIP and FYP final presentations;
- 3.11 Develop and deliver training sessions to the ANPM staff, when required;
- 3.12 Monitor all training activities through competency learning development, and collect relevant data for supporting Training Manager to evaluate result of the activities in a formal competency learning evaluation report;
- 3.13 Provide monthly reports on Training activities to Training Manager;
- 3.14 Maintain ANPM Competency Management System and other training database, including relevant skills, education and training courses for each staff;
- 3.15 Perform the recruitment and selection process towards Graduate Internship Program (GIP) with the ANPM;
- 3.16 Act as the focal point to liaise with all directors to engage Field Study and Final Year Students with the ANPM;
- 3.17 Ensure all employees comply with procedures of pre and post competency development programs;
- 3.18 Perform Training department's Strategic and Action plans in order to reach its annual objective;
- 3.19 Maintain and ensure Training department to implement ISO – 27001 and ISO – 9001;
- 3.20 Supervise Training Assistant in doing day to day tasks, including coaching and mentoring;
- 3.21 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 Tertiary qualification in Human Resources Development, Education and Training, Science of Education, or/and Management;
- 4.1.2 Three years experiences in Human Resource or/and Education and training roles;
- 4.1.3 Current qualification in Certificate IV in Training and Assessment;
- 4.1.4 Good knowledge of Training and Education issues;

- 4.1.5 Ability to design and deliver a training;
- 4.1.6 Timorese Nationality;
- 4.1.7 Ability to communicate fluently in English (writing, listening, speaking, and reading);
- 4.1.8 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.9 Proficient in the use of the Microsoft office, PowerPoint, Excel and Lotus Notes;

4.2 Desirable,

- 4.2.1 Experience in the Petroleum and Mining Industries;
- 4.2.2 Experience in the first aid training;
- 4.2.3 Ability to communicate in Portuguese and Indonesia.