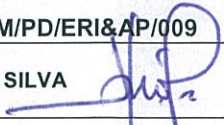
	<b>MANAGER</b>	PD CODE: ANPM/PD/ERI&AP/009
		APPROVED: G. DA SILVA 
		CHECKED: E. DA COSTA
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: M. DA COSTA & C. DA CRUZ
		ISSUE DATE: JUL 2020
REVISION NO: 0    PAGE 1 of 4		
<p><b>Position Title</b> : <b>Manager – Petroleum Exploration Geoscience &amp; Cartography</b></p> <p><b>Location and Directorate</b> : <b>Dili, Exploration, Research Innovation &amp; Acreage Promotion</b></p> <p><b>Reporting Relationships</b> : <b>Director – Exploration, Research Innovation &amp; Acreage Promotion</b></p> <p><b>Positions line reporting to</b> : <b>Refer to Organisation Chart No: ANPM</b></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. With the entry into force of Maritime Boundary Treaty, the ANPM is also tasked to facilitate the implementation of Bayu-Undan special regime on Migration and Labor in coordination with relevant ministries and government agencies to control visa processes and Bayu-undan personnel movement as well as other clearances related to Bayu-Undan activities.



## 2. KEY OBJECTIVES

- 2.1. Lead and manage all the staffs under Petroleum Exploration Geosciences & Cartography Department;
- 2.2. Coordinating and managing all the geosciences explorations activities in collaboration with the explorations and acreage release project coordination and the Operational Research & Innovation (ORI) Department in supporting the Explorations, Research Innovations and Acreage Promotions Directorate operational activities;
- 2.3. Coordinating and Managing the team in carrying out the prospective studies for any future licensing round promotions;
- 2.4. Coordinating and managing the technical team within the department in carrying a continuous ongoing geological and geophysical studies either through a new project or an evaluation of the past technical works in relation to any ongoing explorations and productions activities;
- 2.5. Liaise with Operators and Joint Ventures, as well as other third parties companies on any proposed, planned and ongoing technical works in relations exploration and development activities;
- 2.6. Carry out any other projects assigned by the Director as part of the role and functions of the directorate or any other relevant inter directorate cross-functional activities;
- 2.7. Manage the Petroleum Exploration Geosciences & Cartography Department within the Exploration, Research Innovation and Acreage Promotions Directorate;
- 2.8. Report to the Director – Exploration, Research Innovation and Acreage Promotion Directorate and provide expert advice as required.



### 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Manage the Petroleum Exploration Geosciences & Cartography Department within the Exploration, Research Innovation and Acreage Promotions Directorate;
- 3.2 Lead and manage all the staffs within Petroleum Exploration Geosciences & Cartography Department under the Director of Exploration, Research Innovations and Acreage Promotions Directorate;
- 3.3 Coordinate, Managed and lead the team within the department to conduct in house prospective studies and relevant G&G studies both in mature area and new frontier areas for the purpose for Hydro-Carbon potential promotions in collaborations with the Research and Innovation development department;
- 3.4 Initiate, coordinate, manage and lead the team members within the department to carry out technical evaluations for the ongoing explorations activities and the active productions fields under the guidance and the directions of the director;
- 3.5 Initiate, coordinate and lead the technical evaluations to all the technical reports, and technical information supplied by the companies;
- 3.6 Provide technical reports, and technical recommendations specifically in relation to the G&G to the ANPM management, and more specifically to the directorate upon request or under the direction of the director;
- 3.7 Provide geological information to companies and other parties in accordance to the legal framework in place;
- 3.8 Assist and facilitated the Explorations, Research Innovation and Acreage Promotions Directorate in defining new exploration block definitions and closing of the open acreages post contract area awards;
- 3.9 Assist the Explorations, Research Innovation and Acreage Promotions Directorate in assessing the technical documents of companies' bid applications during the any new





licensing round or any new technical direct applications for any new Productions Sharing Contract Area for either explorations blocks or any new field redevelopment blocks ;

- 3.10 Participate in, and assess, all the activities of Development Plans;
- 3.11 Prepare/approve/accept technical reports, develop reporting format and frequency at various levels;
- 3.12 Establish and populate the Exploration and Acreage Release section of the ANPM Management System;
- 3.13 Manage Petroleum Exploration Geosciences & Cartography staffs with special emphasis on mentoring, training and coaching;
- 3.14 Provide support to technical staffs and trainees and assist in the implementation of training programs for employees within the directorate and across directorate whenever required;
- 3.15 Prepare Monthly Reports for Executive Board Meetings and attend if required;
- 3.16 Ensure all the Petroleum Exploration Geosciences & Cartography Department's activities flow according to the ANPM's Action Plan;
- 3.17 Manage and coordinate the implementation of internal G&G studies, including research and technical research paper publication as required by the Directorate and the Organization;
- 3.18 Any other duties as directed by the supervisor and/or senior management.

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#### 4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

##### 4.1. Essential

- 4.1.1 Minimum of Master Degree in the field Geosciences or Geological, Petroleum Geology, Petroleum Geosciences Engineering;
- 4.1.2 Three to five years of broad experience in offshore/onshore oil and gas Exploration and Production Industry any Research Institutions with focus on Petroleum Explorations related fields;
- 4.1.3 Good knowledge on the standard petroleum industry standard seismic data interpretation and geomodelling software such as Kingdoms, Petrel, Landmark, and well loggings software;
- 4.1.4 Experience in a technically complex and best practice regulatory work environment;
- 4.1.5 Working experience with quality and HSE procedures and practices in the oil and gas industry;
- 4.1.6 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.7 Ability to show potential leadership and management skills;
- 4.1.8 Fluency in English (writing, reading, speaking and listening);
- 4.1.9 Timor-Leste National;
- 4.1.10 Demonstrated interpersonal and team work skills;
- 4.1.11 High level problem solving and decision making skills;
- 4.1.12 High levels of personal initiative, awareness and adaptability;
- 4.1.13 Some Knowledge on other E&P industrial standard software (ArcGIS, GS, Basin Modelling Software and or any equivalent industry standard software);



4.1.14 Proficient in the use of: Microsoft Windows XP, Microsoft Office and Lotus Note Software.

4.2. **Desirable**

- 4.2.1 Sound knowledge of regulatory legislation;
- 4.2.2 Two to five years of experience in a supervisory position;
- 4.2.3 Experience and/or qualifications in the development and delivery of Competency Based Training;
- 4.2.4 Ability to communicate in Portuguese, Tetum and/or Bahasa Indonesia (written and verbal);
- 4.2.5 A high degree of self-motivation, ability to prioritise work and set targets.