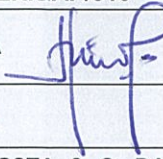
	OFFICER	PD CODE: ANPM/PD/ERI&AP/010
		APPROVED: G. DA SILVA 
		CHECKED: E. DA COSTA
	POSITION DESCRIPTION	ORIGINATOR: M. DA COSTA & C. DA CRUZ
		ISSUE DATE: JUL 2020
REVISION NO: 0 PAGE 1 of 4		
<p>Position Title : Offshore Exploration Project Coordination Officer</p> <p>Location and Directorate : Dili, Exploration, Research Innovation & Acreage Promotion</p> <p>Reporting Relationships : Manager – Petroleum for Exploration Projects Management & Acreage Promotion</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 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. To become the ANPM main focal point for all the offshore explorations PSCs projects;
- 2.2. To organize all the technical administrative matters related to the Offshore Explorations Production Sharing Contract (PSC) activities;
- 2.3. To ensure the operators and Joint Ventures Submissions of the PSCs' annual Work Programs and Budgets, relevant applications for the ANPM authorisations for petroleum operations;
- 2.4. To ensure to secure the ANPM management approvals for all the submitted Works Programs and Budgets, as well as all the applications for the ANPM authorisations to the operators to execute petroleum operations;
- 2.5. To support the ANPM management team in organizing relevant documents for the purpose of any submission related PSC commitment and applications;
- 2.6. To ensure the scheduling of meeting between ANPM with relevant stakeholders and Offshore PSC operators;
- 2.7. To support Petroleum for Exploration Project Management & Acreage Promotion Department in relation to documentation and filling system, especially on the focus of offshore PSC projects;
- 2.8. Ensure a good coordination across relevant directorates in overseeing and monitoring the ongoing progress and the implementation of the new Production Sharing Contracts (PSC) and in line with established procedures.



3. PRINCIPAL ACCOUNTABILITIES

- 3.1 As the ANPM main focal point for all the offshore explorations PSCs projects under the supervision of the Manager Petroleum for Exploration Project Management & Acreage Promotions;
- 3.2 Responsible for ensuring the Operators' submission of each Offshore Explorations PSC's Annual Work Programs and Budget on timely manner;
- 3.3 Ensure securing the ANPM Management approvals to each the submitted of the Offshore PSCs annual work programs and budgets;
- 3.4 Ensure each of the operator and its Joint Ventures to submit all the relevant applications as required under applicable legislation and the PSCs for the ANPM approvals;
- 3.5 Ensure securing the ANPM management approvals to all submitted applications for the authorisations for the offshore explorations petroleum operations;
- 3.6 Organise and coordinate with all the relevant Directorates as well as any relevant stake holders including the Offshore PSCs Operators and JVs for regular meetings, taking minutes and regularly update information to these parties;
- 3.7 Organize and Manage all the documents related to correspondence register such as incoming and outgoing letters, applications, and reports in relations to all the Offshore Explorations PSCs;
- 3.8 Responsible for providing technical administrative supports during the executions of Offshore PSC Projects;
- 3.9 Responsible for preparing technical reports on the progress implementation of the offshore explorations activities implementation and any other technical reports or technical presentations on the Offshore Explorations PSC project implementations;



- 3.10 Responsible in assisting the manager for the coordination in the monitoring the offshore exploration activities such as the performance of companies involved petroleum activities and other relevant activities and, where necessary, enforce the regulatory regime;
- 3.11 Assist the manager to in preparing, developing and reviewing drafts of relevant guidelines, manuals, checklists and directions whenever required by the supervisor and or senior management;
- 3.12 Has the ability to work independently with minimum supervisions;
- 3.13 Responsible for ensuring that any other duties and relevant tasks as directed by the manager and/or senior management are well implemented;
- 3.14 Responsible to participate in ongoing training activities to increase knowledge and skills in the petroleum industry in order to gradually assume increasing responsibilities whenever required;
- 3.15 Perform any other tasks as directed by supervisor as part of the directorate roles and functions and or inter directorate cross-functional activities.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Hold Bachelor degree in Equivalent Geosciences degree (with some good knowledge and experiences in project management or project coordinator is desirable);
- 4.1.2 Have two years experiences coordinating and managing various field project implementation;
- 4.1.3 Has experiences and good skills in organizing meeting, taking minutes and managing documents;



- 4.1.4 Timor-Leste Nationals;
- 4.1.5 Demonstrating ability to coordinate multiple tasks and able to work under pressure and outside of office hours when required;
- 4.1.6 Have a basic knowledge on PSC regimes specially Offshore exploration;
- 4.1.7 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.8 Good knowledge of English Language communication skills (Writing, Listening, Speaking, Reading and Writing);
- 4.1.9 High levels of personal initiative, awareness and adaptability;
- 4.1.10 Good knowledge of: Microsoft Windows XP, Microsoft Office, Project Management Software and Lotus Notes software.

4.2. **Desirable**

- 4.2.1 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.2.2 Knowledge of Industry Standard Software;
- 4.2.3 Good knowledge and relevant experiences in project managements and project coordination;
- 4.2.4 Good knowledge in relevant industry standard softwares;