
	OFFICER	PD CODE: ANPM/PD/ERI&AP/011
		APPROVED: G. DA SILVA 
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	POSITION DESCRIPTION	ORIGINATOR: M. DA COSTA & C. DA CRUZ
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Position Title	:	Onshore Exploration Project Coordination Officer
Location and Directorate	:	Dili, Exploration, Research Innovation & Acreage Promotion
Reporting Relationships	:	Manager – Petroleum for Exploration Projects Management & Acreage Promotion
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 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 the ANPM main focal point for the onshore explorations activities under the supervision of the manager Petroleum for Exploration Projects Management & Acreage Promotion;
- 2.2. To ensure each of the onshore explorations PSCs operator to submit annual work program and budget on timely manner for the ANPM approval;
- 2.3. To ensure ANPM management team provide feedbacks and inputs and or approval to each of the submitted annual works programs and budget submitted on timely manner;
- 2.4. To ensure the onshore explorations PSCs' operator to submit relevant applications for the ANPM authorisation for petroleum operations under the requirement of the applicable legislations and the PSC requirement;
- 2.5. To ensure the all the relevant ANPM management team, and relevant Directorate to approvals to each of the relevant applications submitted by the operators for the ANPM authorisation for the onshore petroleum operations;
- 2.6. To organize all the technical administrative matters related to the Onshore Production Sharing Contract (PSC) and Acreage Release activities;
- 2.7. To support the ANPM management team in organizing relevant documents for the purpose of any submission related PSC commitment and applications;
- 2.8. To ensure the scheduling of meeting between ANPM with relevant stakeholders and Onshore PSC operators;
- 2.9. To support Exploration, Research Innovation & Acreage Promotion Directorate in relation to documentation and filing system;
- 2.10. 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 or mineral licensing in line with established procedures.



3. PRINCIPAL ACCOUNTABILITIES

- 3.1 As the ANPM main focal point for the onshore explorations activities under the supervision of the manager Petroleum for Exploration Projects Management & Acreage Promotion;
- 3.2 To ensure each of the onshore explorations PSCs operator to submit annual work program and budget on timely manner for the ANPM approval;
- 3.3 To ensure ANPM management team provide feedbacks and inputs and or approval to each of the submitted annual works programs and budget submitted on timely manner;
- 3.4 To ensure the onshore explorations PSCs' operator to submit relevant applications for the ANPM authorisation for petroleum operations under the requirement of the applicable legislations and the PSC requirement;
- 3.5 To ensure the all the relevant ANPM management team, and relevant Directorate to approvals to each of the relevant applications submitted by the operators for the ANPM authorisation for the onshore petroleum operations;
- 3.6 To organize all the members to liaise with all the relevant Directorates as well as any relevant stake holders for regular meetings, taking minutes and regularly update information to these parties;
- 3.7 Coordinate, file and manage all the documents related to correspondence register such as incoming and outgoing letters, applications, and reports;
- 3.8 Responsible for providing technical administrative supports during the executions of Onshore PSC Projects;
- 3.9 Responsible for ensuring the implementation of the acreage release activities such as promotions and road-shows activities are carried accordingly;



- 3.10 Responsible coordinating the monitoring of the onshore petroleum exploration activities such as the performance of companies involved petroleum activities and other relevant activities and, where necessary, enforce the regulatory regime;
- 3.11 Together with exploration and acreage team responsible for preparing, developing and reviewing drafts of relevant guidelines, manuals, checklists and directions whenever required by the supervisor and or senior management;
- 3.12 Responsible ensuring that outcomes of the work performance shall be reliable and 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 Responsible for ensuring an appropriate evaluation of the submitted or proposed technical application documents, reports, data and other relevant information;
- 3.16 Perform some other tasks as instructed by management level.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Hold Bachelor degree in Geological and Geological Engineering and or Equivalent Geosciences degree (with good knowledge and experiences in project management and project coordinations);
- 4.1.2 Have two years experiences coordinating and managing various field project implementation;



- 4.1.3 Has 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 Onshore exploration;
- 4.1.7 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.8 Good Knowledge in English Language communication skills (writing, listening, speaking and readings);
- 4.1.9 High levels of personal initiative, awareness and adaptability;
- 4.1.10 Good knowledge of: Microsoft Windows XP, Microsoft Office 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 Good Knowledge of Industry Standard Software