	ASSISTANT	PD CODE: ANPM/PD/PSC&LEG/007
		APPROVED: G. DA SILVA
		CHECKED: E. DA COSTA
	POSITION DESCRIPTION	ORIGINATOR: R. AMADO HEI
		ISSUE DATE: Jul 2020
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Position Title	:	**Legal Assistant – Internal & External Compliance**
Location and Directorate	:	**Dili, PSC & Legal Compliance**
Reporting Relationships	:	**Manager – Legal Compliance**
Positions line reporting to	:	**Refer to Organisation Chart No: ANPM**

1. ROLE SUMMARY

The Autoridade Nacional do Petroléo 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. Assist the legal team monitoring and evaluating Petroleum activities in both GSSR and TL Territory on the ground of the statutory requirement established under the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT) including Mining code, Production Sharing Contracts (PSC), interim regulations, Directions, and Guidelines;

2.2. Assist the legal team provide legal support and assistance to all directorates, manager Legal Compliance on matters relating to Petroleum activities both in GSSR and the TL Territory;

2.3. Ensure the confidentiality of data and information within the ANPM;

2.4. Take on increasing responsibility for legal functions within the ANPM.

3. PRINCIPAL ACCOUNTABILITIES

3.1 Maintain an overall understanding of the legal issues in the GSSR and Timor-Leste Territory;

3.2 Assist the legal team conduct legal research and analysis;

3.3 Assist and work with Legal Officers and contribute to review for improvement of model PSC, regulations, directions, guidelines and any other contracts where the ANPM is party;

3.4 Assist and work with Legal Officers to prepare written briefs and opinions on legal issues;

3.5 Provide support to the Legal Officers, Manager and Director of PSC & Legal Compliance in drafting of regulations, directions, guidelines and procedure where necessary;

3.6 Provide monthly report to your direct supervisor, Manager Legal Compliance;

3.7 Coordinate, file and manage all the documents related to correspondence register such as incoming and outgoing letters, applications, and reports related to legal issues;

3.8 Assist in the preparation of the all contract to which the ANPM is a party including Production Sharing Contract and staff employment contract;

3.9 Provide legal supports and/or opinions to Manager Legal Compliance or other directorates when required;

3.10 Assist the legal team in the development of the ANPM policies;

3.11 Assist the legal team maintain strong links with Government Department in Timor-Leste;

3.12 Work and close coordination and cooperation with legal officers and Manager Legal Compliance

3.13 Involve in the Investigation team for any problem occurs, when required;

3.14 Responsible for ensuring that any other duties and relevant tasks as directed by the manager and/or senior management are well implemented;

3.15 Responsible to participate in ongoing training activities to increase knowledge and skills in the petroleum and mineral industry in order to gradually assume increasing responsibilities whenever required;

3.16 Any other duties as instructed by direct supervisor and/or management level.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

4.1.1 Tertiary qualification in Law Degree;

4.1.2 Have two years experiences in Legal issues;

4.1.3 Timor-Leste Nationals;

4.1.4 Demonstrating ability to coordinate multiple tasks and able to work under pressure and outside of office hours when required;

4.1.5 Good communicate in English (Writing, Speaking, Listening and reading);

4.1.6 Good understanding of issues and sensitivities in a multicultural working environment;

4.1.7 Demonstrated commitment to teamwork

4.1.8 Administratively competent, including liaising with government agencies and industry;

4.1.9 High levels of personal initiative, awareness and adaptability;

4.1.10 Ability to resolve problematic issues;

4.1.11 Good knowledge of: Microsoft Windows XP, Microsoft Office and Lotus Notes software.

4.2. **Desirable**

4.2.1 Ability to communicate in Portuguese, Tetum and/or Bahasa Indonesia (Written & Verbal);

4.2.2 At least two years' experience in the Offshore Oil&Gas exploration and production industries.