

	OFFICER	PD CODE: ANPM/PD/PSC&LEG/008
		APPROVED: F. FERREIRA <i>14/08/2020</i> 
POSITION DESCRIPTION	CHECKED: E. DA COSTA	
	ORIGINATOR: R. A. HEI	
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REVISION NO: 0 PAGE 1 of 4		
Position Title : Legal Officer – Commercial, Negotiation & Contract		
Location and Directorate : Dili, PSC & Legal Compliance		
Reporting Relationships : Manager – Legal Commercial and Dispute		
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. Assisting ANPM in addressing various legal commercial issues related to petroleum Downstream and Upstream, and Mining Sector in a good legal administrative order;
- 2.2. Ensuring ANPM management are well informed on various legal commercial matter surrounding petroleum Downstream and Upstream, and mining sector across the globe and its relevancy to a decision-making process in the contract of Timor-Leste Exclusive Jurisdiction and Greater Sunrise Special Regime including opting suitable mechanism of dispute resolution in protecting Timor-Leste interest.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Review commercial transaction related to the assignment of interest, change in control, merger and acquisition involve an upstream contractor;
- 3.2 Review commercial agreement such as Service Agreement, confidentiality agreement and multi-client Agreement where ANPM become a party to the Agreement;
- 3.3 Provide legal support in contract negotiations and ensuring the commercial contract in which ANPM become part complies with the Applicable Law in Timor-Leste;
- 3.4 Maintain an overall understanding of the legal issues in the GSSR and Timor-Leste Territory;
- 3.5 Preparing and organising case management file on various topics on legal commercial and dispute;
- 3.6 Providing opinion or views to directorate of PSC and Legal Compliance including management on legal commercial matter that should be directed to external counsel including Liaise with and assist external Counsel in the discharge of their obligation under work order issued under a framework agreement;

- 3.7 Researching and preparing legal opinions on various legal commercial matters related to the petroleum Downstream and Upstream, and mining sector;
- 3.8 Prepare written briefs and opinions on legal issues;
- 3.9 Drafting and reviewing legal letters, contracts and agreements and monitor legal obligations under agreements to ensure ANPM acting within its statutory power not ultra vires;
- 3.10 Updating progress report of legal commercial activities to Manager Legal Commercial and director of PSC and Legal Compliance, Management and the Board of Directors
Provide monthly report to your direct supervisor, Manager Legal Compliance;
- 3.11 Representing ANPM with counsel on a various mechanism for alternative dispute resolution on a matter related to commercial both in petroleum and mineral which the dispute is related to the common law as the governing law of the dispute;
- 3.12 Take a part in the preparation of the all contract to which the ANPM is a party including Production Sharing Contract and staff employment contract;
- 3.13 Provide legal supports and/or opinions to Director – PSC & Legal Compliance or other directorates when required;
- 3.14 Maintain strong links with Government Department in Timor-Leste;
- 3.15 Work and close coordination and cooperation with Manager Legal Compliance
- 3.16 Involve in the Investigation team for any problem occurs, when required;
- 3.17 Responsible for ensuring that any other duties and relevant tasks as directed by the direct supervisor and/or senior management are well implemented;
- 3.18 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 A person holding a Bachelor degree in Law in one of following areas may consider applying for this position (Preference Master Degree in Law):

- Candidate specialize in Commercial Law with sufficient legal knowledge among others on contract law, insurance law, private investment law, financial regulations, trading regulations, property law, intellectual property law, Taxation Law, Customs Law, and other commercial related law;
- Preference shall be given to candidate with Common Law Background;
- Familiar with an online legal database such as OGEL, TDM, LexisNexis, Westlaw, Justis, Eur-Lex, Hein-online and many more including Law Report and cases, statutory instrument, legal journals;
- Basic skill on Legal Administration (case management, writing up case report, assisting complain handling etc)

4.1.2 At least 6 months working experience in Law firm or legal organisation;

4.1.3 Timor-Leste Nationals;

4.1.4 In undertaking his or her duty, the candidate shall ensure the Management of legal commercial issues encapsulate the following important aspect such as Commercial Awareness, Attention to details, research & analysis; resilience and self confidence;

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

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

- 4.1.8 Demonstrated commitment to teamwork;
- 4.1.9 Administratively competent, including liaising with government agencies and industry;
- 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).