

	OFFICER	PD CODE: ANPM/PD/CS-ADM&LOG/002 APPROVED: F. FERREIRA  CHECKED: D. MARTINS & E. DA COSTA
	POSITION DESCRIPTION	ORIGINATOR: P. SIMOES ISSUE DATE: OCT 2020 REVISION NO: 1 PAGE 1 of 4
Position Title : Administration Officer Location and Directorate : Dili, Administration & Logistic Department - CS Reporting Relationships : Manager – Administration & Logistic 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 provide full administrative support to the ANPM's staff;
- 2.2. Ensure ANPM's Inventory and Assets register are updated;
- 2.3. Support the Administration and Logistic Department to perform necessary duties to achieve the goals of the Corporate Services Directorate – Admin and Logistic Department and organisation as a whole;
- 2.4. Supervise the ANPM's vendors under Administration's Responsibility.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Ensure the efficient flow of documentation through the office;
- 3.2 Ensure the smooth distribution of all department's mails and invoices;
- 3.3 Maintain and administer electronic document register, such as Register Incoming and Outgoing Correspondence in the register table in the dedicated electronic Storage;
- 3.4 Purchase office stationery, kitchen utensils and any other office supplies;
- 3.5 Ensure daily Administration support processes such as scan, and photocopying machines are equipped to support daily ANPM activities;
- 3.6 Draft Memo, Letter, Invitation and/or any other matters related to Admin tasks or when required by Manager - Admin and Logistic;
- 3.7 Provide support to ANPM staff to perform basic office duties such as typing letters, memorandums, binding reports, prepare internal and external meetings, archiving, maintain stationary stocks, office and kitchen supplies;
- 3.8 Work with ANPM Communication Officer to distribute organisational documents such as: annual reports, strategic action plan, invitation, Christmas card and corporate profiles as per instruction from top management;

- 3.9 Support Manager - Administration and Logistic to organize ANPM Uniform, and especial events such as snack, lunch/dinner, anniversary, religious reflection, expo, sports and etc.;
- 3.10 Support Administration and Logistic Manager in order to achieve the overall Administration and Logistic Department strategy and action plan;
- 3.11 Work with Logistic Officer and Finance Payment Officer to perform annual asset register and asset stock taking,
- 3.12 Support Manager - Administration and Logistic to implement ISO-9001 and ISO – 27001 as per ANPM Management Decision;
- 3.13 Develop, review and implement any procedures related to the Admin Officer roles;
- 3.14 Support Manager - Administration and Logistic to manage incoming invoices, and prepare the payment and follow-up the outstanding invoices;
- 3.15 Provide monthly, quarterly and annual reports to Manager - Administration & Logistic;
- 3.16 Act as focal point to manage and liaise with ANPM vendors;
- 3.17 Prepare quarterly vendor performance evaluation (VPE) reports including support Manager – Administration & Logistic on annual VPE;
- 3.18 Arrange medicine at ANPM's first aid kit and regularly check expire date of medicine as well as ensure the stock are available to be consumed;
- 3.19 Perform any other related duties as directed by supervisor and /or management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 University qualification in Administration, Management, Communication, and related discipline;

- 4.1.2 At least six (6) months working experiences in Administration and basic logistic and procurement roles;
 - 4.1.3 Strong ability to form relationship with customers and stakeholders;
 - 4.1.4 A detailed knowledge of administration issues;
 - 4.1.5 Fluent in English (Listening, Reading, Speaking & Writing);
 - 4.1.6 Strong understanding of cultural sensitivities;
 - 4.1.7 A high degree of self-motivation, ability to prioritise work and set targets, and time management;
 - 4.1.8 Use of office network system such as windows 2000 o/s and Microsoft Business, and office 365 for business operation;
 - 4.1.9 Proficient in the use of the Microsoft suite of products
 - 4.1.10 Able to operate office network system such as windows 2000 o/s and Microsoft Business, and office 365 (Outlook) for business operation
- 4.2. **Desirable**
- 4.2.1 Confidence and discretion;
 - 4.2.2 Experience in the oil and Gas Industry;
 - 4.2.3 Able to communicate in Portuguese and Indonesia (Listening, Reading, Speaking & Writing) ;
 - 4.2.4 Ability to drive and have valid driver license;
 - 4.2.5 Working knowledge about the ANPM Administration System.