

	<b>ASSISTANT</b>	PD CODE: ANPM/PD/CS/T/003 APPROVED: F. FERREIRA  CHECKED: D. MARTINS & E. DA COSTA
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: Z. PIRES ISSUE DATE: JULY 2021 REVISION NO: 0    PAGE 1 of 4
<b>Position Title</b> : Training Assistant <b>Location and Department</b> : Dili, Training – Corporate Services Directorate <b>Reporting Relationships</b> : Training Development Officer <b>Positions line reporting to</b> : 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/SCOPE OF WORK

- 2.1. Provides assistance to Training Development Officer (TDO) in coordinate training matters of the ANPM personnel to meet the ANPM's operational objectives;
- 2.2. Assists the Training Department in maintaining policies related to training matters and their procedures;
- 2.3. Assists the Training Department in implementing the competency management of the ANPM to each directorate;
- 2.4. Assists the TDO to manage the Graduate Internship Program (GIP) and Final Year Project (FYP).

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Provide assistance to TDO to coordinate with relevant Directors, supervisors or managers to implement any learning activities for competency development purposes;
- 3.2 Assisting Training Department to compile related information/data from respective directorates and departments upon Job Competency Analysis (JCA) available for record under the management system;
- 3.3 Assisting Training Department in compiling the approval Competency Development Plan (CDP) for using in the competency learning development;
- 3.4 Assisting Training Department in managing the approval learning development activities, including its evaluation documents and submit to Training Manager to produce a report on the competency result for each individual of staff;
- 3.5 Assisting TDO in managing the administrative matters regarding the ANPM Certificate in Business Skills program to new employees and to GIP interns;

- 3.6 Assisting TDO in finding information of training providers for collective learning activities for ANPM staff, such as: language programs, management and leadership program, first aid training program, and other In-House Training Programs;
- 3.7 Assist TDO in tracking and updating the training programs calendar for accommodating all directorates competency learning development programs;
- 3.8 Assisting the TDO in managing the GIP and FYP from the beginning till end of each program regarding the procedures in place;
- 3.9 Provide monthly reports on training activities for Training Department record;
- 3.10 Any other duties as directed by the supervisor and/or senior management.

#### **4 QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

##### **4.1 Essential**

- 4.1.1 Timorese Nationality;
- 4.1.2 Tertiary qualification in Human Resources Development, Education and Training, Science of Education, or/and Management;
- 4.1.3 Two years experiences in Human Resource, Education and Training, or/and Management roles;
- 4.1.4 Good knowledge of Training and Education issues;
- 4.1.5 Ability to communicate fluently in English (writing, speaking, listening and reading);
- 4.1.6 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.7 Proficient in the use of the Microsoft office programs and Outlook.

## 4.2 Desirable

- 4.2.1 Experience in the Petroleum and Mining Industries;
- 4.2.2 Experience in the first aid training;
- 4.2.3 Ability to communicate in Portuguese and Indonesia.