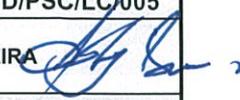


	OFFICER	PD CODE: ANPM/PD/PSC/LC/005 APPROVED: F. FERREIRA  CHECKED: E. DA COSTA & A. HEI
	POSITION DESCRIPTION	ORIGINATOR: E. MARTINS ISSUE DATE: July 2021 REVISION NO: 0
<p>Position Title : Local Content Project Coordinator</p> <p>Location and Department : Dili, PSC & Legal Compliance, Local Content</p> <p>Reporting Relationships : Manager – Local Content</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p> <p>Contract Type : Project Based (Temporary staff, 1-3 Years)</p>		

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 Labour 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. Furthermore, the eligible candidate is required to

assist the implementation of local content activities particularly in the implementation of local content diversification projects.

2. KEY OBJECTIVES

- 2.1. Provide reliable technical assessment on local content diversification project/construction National Library construction project designs and work closely with the Supervision Consultant to monitor continuous performance of the National Library projects.
- 2.2. Responsible for managing, designing, developing, creating, and maintaining quality of project works overall ensuring smooth implementation of the BNTL construction project in effective and timely manners.
- 2.3. Facilitate and coordinate with relevant ministries and government agencies and authorities and holder of PSC Eni JPDA 06-105 for effective and efficient implementation of BNTL project.
- 2.4. Conducting on-site investigations and analysing data related to BNTL project.
- 2.5. Assessing potential risks, materials and costs related to the project.
- 2.6. Ensure effective communication and liaison with key stakeholders, relevant ministries, government agencies and authorities in relation to the implementation of BNTL Project.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Manage, design, develop, create and maintain large scale such as BNTL complex construction project in a safe, timely and sustainably manner;
- 3.2 Conduct site investigations and data analysis (maps and reports, tests, drawings and other project documents);
- 3.3 Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications;
- 3.4 Provide advice and resolve creatively any emerging problems or issues related to the BNTL project.
- 3.5 Plan and Manage and coordination meetings with relevant ministries, government agencies and authorities on the implementation of BNTL project (Secretário de Estado Arte e Cultura (SEAC), ANPM and Agencia Nacional do Desenvolvimento (ADN) and Obras Publica (OP);
- 3.6 Monitor the Project's progress and compile project reports and ensure compliance with guidelines and agreements set out in the contract including safety and the deliverance of technical files and other technical documentation as required.
- 3.7 Manage administrative dealings for the implementation of BNTL project including recording and documentation of the BNTL project.
- 3.8 MBT (Serviço de Migração, Secretário de Estado da Formação Profissional e Emprego (SEFOPE), Autoridade Aduaneira, Direcção Nacional Transporte Marítima (DNTM), Ministério dos Negócios Estrangeiros e Cooperação (MNEC).
- 3.9 Be the contact person/liaison person for the ANPM to perform day to day management and the execution of the BNTL project until its finalization. Be the

- 3.10 Produce high quality and efficient documents including meeting minutes, letters, reports, graphic/presentation slides and briefing papers;
- 3.11 Regularly review and manage the workflow of briefings, correspondence and requests for information to the Manager and Director in line with priorities established by the PSC and Legal Compliance Director, monitor important issues, and follow up actions when required;
- 3.12 Maintain confidentiality and observe information protection and associated protocols where appropriate;
- 3.13 Promote clear and effective communication with key stakeholders;
- 3.14 Carry out any other reasonable duties and responsibilities within the overall function, proportional with the level of responsibilities of the post;
- 3.15 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 Qualifications

- Possess bachelor's degree in civil engineering with strong working experiences in construction project

4.1.2 The knowledge, skills and personal attributes required for satisfactory job performance

Knowledge

Proven working experience in large scale construction project.

- Excellent knowledge of design and visualizations software such as AutoCAD, Civil 3D or similar
- Proficiency in site layout, grading, utility design, regulatory approval etc
- Project management and supervision skills
- Strong communication and interpersonal skills

Skills

- Effective verbal, listening and writing communication skills of using English

- Database development skills
- Teamwork skills
- Communicates with influence skills
- Proficient in the use of Microsoft Office, and Lotus Notes
- Portuguese language skills (desirable)

Experience

At least 5 years working experience in managing and coordinating a large-scale construction project in either public or private sector.

Personal Attributes

- Maintain standards of conduct
- Be respectful and reliable
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair

4.1.3 Candidate must be Timor-Leste Citizen. Females candidates are encouraged to apply.