	OFFICER	PD CODE: ANPM/PD/CS/T/002
		APPROVED: F. FERREIRA 10/01/22
		CHECKED: D. MARTINS & E. DA COSTA
	POSITION DESCRIPTION	ORIGINATOR: Z. PIRES
		ISSUE DATE: JAN 22
		REVISION NO: 1 PAGE 1 of 4

Position Title	**: Training Development Officer**
Location and Department	**: Dili, Training Department – CS Directorate**
Reporting Relationships	**: Manager - Training**
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, processing and distribution of petroleum natural gas resources and mineral. The ANPM also tasked to regulate mineral operations activities in the territory of Timor Leste in accordance with the applicable legal frameworks.

2. KEY OBJECTIVES

2.1 Provide support to Training Manager in coordinating learning and development matters of the ANPM personnel to meet the ANPM's operational objectives;

2.2 Maintain policies related to learning and development matters and develop their procedures;

2.3 Follow up the results of the competency management programs into each directorate within the ANPM for closing the identified competency gaps.

2.4 Manage and Supervise the Graduate Internship Program (GIP) and Final Year Project (FYP).

3. PRINCIPAL ACCOUNTABILITIES

3.1 Coordinate with relevant directors, supervisors or managers to carry out t any learning and development activities for competency development purposes;

3.2 Develop related learning and development procedures and review them as necessary in order to facilitate sound learning and development matters;

3.3 Coordinate with relevant supervisors or managers and Competency Development Officer to evaluate the results of competency learning development through courses attended for the competency learning evaluation phases; ;

3.4 Coordinate and support individual of staff in learning and development plans; and advising relevant supervisors in providing assistance / counselling on collective and individual learnings when required;

3.5 Assist Training Manager to develop an annual learning and development activities budget;

3.6 Manage the administration of the ANPM Certificate in Business Skills (CBS) program, including delivery of some modules of CBS to new employees, and to GIP interns;

3.7 Organise and coordinate collective learning for ANPM staff, such as: language programs, management and leadership program, first aid training program, and other in-house leaning Programs;

3.8 Create a database to list all the sources of training providers, including their training programs calendar for accommodating all directorates for monitoring purpose;

3.9 Manage the employees' other knowledge sharing to others, including GIP and FYP final presentations;

3.10 Develop and deliver training sessions to the ANPM staff, when required;

3.11 Monitor all learning and development activities through competency learning development, and collect relevant data for supporting Training Manager to evaluate result of the activities in a formal competency learning evaluation report;

3.12 Provide monthly reports on Learning and development activities to Training Manager;

3.13 Maintain ANPM Competency Management System and make available other training database, including relevant skills, education and training courses for each staff;

3.14 Perform the recruitment and selection process towards Graduate Internship Program (GIP) in the ANPM;

3.15 Act as the focal point to liaise with all directors to engage Field Study and Final Year Students with the ANPM;

3.16 Perform Training department's Strategic and Action plans in order to reach its annual objective;

3.17 Maintain and ensure Training department to implement ISO – 27001 and ISO – 9001;

3.18 Supervise Training Assistant in doing day to day tasks, including coaching and mentoring;

3.19 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, Business Administration, Psychology, Education and Training, or/and Management;

4.1.3 Three years experiences in Human Resource or/and Education and training roles;

4.1.4 Current qualification in Certificate IV in Training and Assessment;

4.1.5 Good knowledge of Training and Education issues;

4.1.6 Ability to design and deliver a training;

4.1.7 Ability to communicate fluently in English (writing, listening, speaking, and reading);

4.1.8 A high degree of self-motivation, ability to prioritise work and set targets;

4.1.9 Proficient in the use of the Microsoft office, PowerPoint, Excel and Lotus Notes;

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.