

	<b>OFFICER</b>	PD CODE: ANPM/PD/HRTA&L/L/002
		APPROVED: F. FERREIRA 
		CHECKED: D. MARTINS & E. DA COSTA
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: D. VILANOVA
ISSUE DATE: JANUARY 2022		
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<b>Position Title : Field Logistic Officer</b> <b>Location and Department : Dili, Logistic Department</b> <b>Reporting Relationships : Manager - Logistic</b> <b>Positions line reporting to : Refer to Organisation Chart No: ANPM</b>		

## 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. Assist the Manager – Logistic on Logistical matter and the ANPM assets registration management;
- 2.2. Responsible for providing supply chain or requirement of the project including procuring all program supplies and services, accounting for all assets, managing stocks, and other logistic matters;
- 2.3. Assist other Manager Logistic and Directors with day to day logistic administrative functions when is required.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Coordinates to all units, departments, or/and directorates for timely program and filed project implementation;
- 3.2 Identify what goods or equipment needs to be replenished, purchased and/or dispersed for field projects;
- 3.3 Maintain proper filing system or/and record all of field logistic suppliers through suppliers database, ensuring they are compliant with Logistic policies and procedures;
- 3.4 Develop Field Logistic procedures and revise time-to-time based on the ANPM's needs;
- 3.5 Assist and accommodate the ANPM team in all of the administrative and logistic support needed for field project;
- 3.6 Design and develop standard operating methods to manage logistics operations efficiently;
- 3.7 Provide monthly, quarterly and annual report to direct supervisor, Manager – Logistic;

- 3.8 Work closely with Office Logistic & Fleet Management Officer to assign the driver and vehicle for projects or program implementation;
- 3.9 Develop field logistic plans in order to respond field logistic operational and logistic contingency plans;
- 3.10 Coordinate and assist on expo including budgeting, public consultation or any field trip when required and upon approval from direct supervisor, and Director – HR, Training, Logistic and Admin;;
- 3.11 Responsible for ensuring field logistic supports for a successful implementation of the field projects and/program implementation such as data surveys, site visits, expo, etc;
- 3.12 Involve in technical survey mission or responsible taking role as advance team for travelling to districts and site venues for a ground work preparations for the ANPM field projects/program implementation from time to time whenever required;
- 3.13 Develop logistic policies and procedure and provided technical and procedural advices to Management and staff when required;
- 3.14 Assist Logistic Manager to implement ISO – 27001 and ISO – 9001 with the Logistic Department;
- 3.15 Drive the ANPM's vehicles to the field when required and approved by Manager – Logistic and Director – HR, Training, Admin & Logistic;
- 3.16 Focal point to provide documents for audit proposed related to Logistic Field matter;
- 3.17 Perform any other duties required by Management Level or Direct supervisor.

## 4 QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

### 4.1 Essential

- 4.1.1 Have a minimum of Bachelor's degree in Logistic, Business Administration, Supply Chain Management, and related field;
- 4.1.2 At least three years working experiences in logistic operations and practices, and supply chain management tasks;
- 4.1.3 Ability to communicate fluently in English (Writing, Speaking, Reading and Listening);
- 4.1.4 High degree of computer literacy, must have a thorough understanding of MS Office applications and logistics software necessary to conduct research and complete routine/moderately complex tasks;
- 4.1.5 Timorese National;
- 4.1.6 Ability to demonstrate a high level of confidentiality and business/ work ethics;
- 4.1.7 Ability to follow, apply, interpret, and explain instruction and/ or guidelines and ability to work with limited supervision;
- 4.1.8 Have strong interpersonal skills of respectful, honest, flexible, well presentation, self-motivation and trustworthy;
- 4.1.9 Ability to communicate cross culturally and an ability to work in a team environment;
- 4.1.10 Knowledge of departmental policies, procedures and organization relationship;
- 4.1.11 Knowledge of organization, composition letters, minutes, reports, charts, spreadsheet and maintenance of filing system;
- 4.1.12 Knowledge of handling diary and email correspondence effectively;
- 4.1.13 Have strong Organizational and Management skills;

4.1.14 Have strong conflict resolution skills (problem solving and ability to use common sense);

4.1.15 Emotional maturity and flexibility.

4.1.16 Ability to communicate in Portuguese and Indonesia

4.1.17 Have valid driver license

## 4.2 Desirable

4.2.1 Experience in the Petroleum and Mining Industries;

4.2.2 Certified in First Aid Training.