

	<b>MANAGER</b>	PD CODE: ANPM/PD/D&P/002 APPROVED: F. FERREIRA <i>27/01/22</i>  CHECKED: E. DA COSTA
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: F. DA SILVA ISSUE DATE: JANUARY 2022 REVISION NO: 0    PAGE 1 of 5
<p><b>Position Title</b> : <b>Manager – Drilling &amp; Development</b></p> <p><b>Location and Directorate</b> : <b>Dili, Development &amp; Production</b></p> <p><b>Reporting Relationships</b> : <b>Director – Development &amp; Production</b></p> <p><b>Positions line reporting to</b> : <b>Refer to Organisation Chart No: ANPM</b></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, processing and distribution of petroleum natural gas resources and mineral.

## 2. KEY OBJECTIVES

- 2.1 Maintain communication with Contract Operators on proposed, planned and ongoing drilling and development activities;
- 2.2 Ensure maximum recovery of hydrocarbon from Producing Oil and Gas Fields;
- 2.3 Manage and monitor reservoir performance and well operations activities in accordance with regulations, policies and procedures;
- 2.4 Provide supports for ANPM business units and management team;
- 2.5 Report to the Director – Development & Production (D&P).

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Participate in, and assess, all activities of Drilling and Development Plans (from early screening stage through to implementation);
- 3.2. Collect and manage subsurface, drilling and associated well operations data including relevant information from Contract Operator for data quality assessment;
- 3.3. Assess Contract Operator's drilling and well operations activities and monitor reservoir field performance in accordance with established regulations and guidelines;
- 3.4. Undertake assessment to the Contract Operator's proposed annual work plan, drilling application, relevant subsurface studies and provide recommendation for approval;
- 3.5. Assess Contract Operator's proposed Field Development Concept and Field Development Plan (FDP);
- 3.6. Assist in assessing decommissioning project from the early screening stages in the development plan through to project preparation and execution phases;
- 3.7. Prepare/approve/accept technical reports, develop reporting format and frequency at various level;

- 3.8. Manage and supervising Drilling and Development staff with special emphasis on Teamwork/Training/Performance/Motivation;
- 3.9. Support HSE Department in the administration of Issued Regulations with particular emphasis on Safety Case (s), Environmental Assessment and Management Plans;
- 3.10. Provide support on establishment of works systems within the organisation;
- 3.11. Provide supervision and support to technical staff and trainees and assist in the implementation of training programmes for employees within Development and Production Directorate;
- 3.12. Prepare Reports for Management Committee Meeting (MCM), Executive Board Meetings, Governance Board for GSSR and other high-level meetings and attend if required;
- 3.13. Initiate Annual Work Plan which include inspections, capacity building for Development and Production Directorate staff and monitor the execution of the directorate work program and budget;
- 3.14. Travel to offshore and onshore facilities for inspection, observation or for performing any other regulatory function;
- 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 Must hold a University degree in Petroleum engineering, Drilling Engineering or Reservoir Engineering
- 4.1.2 5 years or more of broad experience in oil and gas industry, particularly dealing with

offshore/onshore oil & gas Exploration & Production in each of respective fields of reservoir and drilling engineering;

- 4.1.3 Experience with Safety Case Regime and Operations Management Systems of Contract Operators including good knowledge of quality and HSE procedure and practices in the oil and gas industry;
- 4.1.4 Administratively competent, including liaison with operators, contractors, local authorities and government agencies;
- 4.1.5 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.6 Ability to participate in teamwork at various levels (team leader or member of a special taskforce);
- 4.1.7 Ability to motivate and develop mutual respect in workgroups;
- 4.1.8 Proficient in the use of: Microsoft Windows XP, Lotus Notes R6 computer and Commercial Software related to oil and gas reservoir and production engineering such as Avocet, OFM, Prosper, Eclipse, CMG and Petrel;
- 4.1.9 Proficient in English and Tetum Languages both verbal and written;
- 4.1.10 Timor-Leste nationality.

## 4.2 Desirable

- 4.2.1 Master's degree in petroleum engineering;
- 4.2.2 3 years experiences in a supervisory position;
- 4.2.3 A high degree of self-motivation, ability to prioritise work and set target;
- 4.2.4 Ability to communicate (verbal and written) in Portuguese.