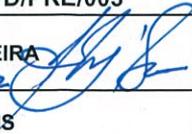


	<b>ASSISTANT</b>	PD CODE: ANPM/PD/PRE/003 APPROVED: F. FERREIRA 19/01/22  CHECKED: D. MARTINS
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: E. DA COSTA ISSUE DATE: JANUARY 2022 REVISION NO: 0 PAGE 1 of 4
<p><b>Position Title</b> : Executive Secretary</p> <p><b>Location and Department</b> : Dili, President Office</p> <p><b>Reporting Relationships</b> : Office of President Operational Coordinator</p> <p><b>Positions line reporting to</b> : Refer to Organisation Chart No: ANPM</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 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. Provide Professional Secretarial support to the ANPM President, Executive Directors and the Board of Directors;
- 2.2. Assist other Directors with day to day administrative and clerical functions when is required.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Manage the ANPM President's appointment and electronical calendar;
- 3.2 Establish and maintain electronical and physical files and record for the President;
- 3.3 Perform a variety of administrative or executive tasks that are highly confidential and sensitive;
- 3.4 Receive and screen incoming calls and visitors determine which are priority matters, and alerts the President accordingly, make referral to appropriate staff or provides requested information;
- 3.5 Read and screen incoming correspondences and report, make preliminary assessment of the importance of material, register documents, brief and forwards material to the President for his further action;
- 3.6 Update and brief the President with the daily local newspaper news if there is news on Oil & Gas issues and Petroleum related;
- 3.7 Take and transcribe dictation on technical and confidential matters from the President;
- 3.8 Act as liaison between the President and staffs or directors or stakeholders by transmitting directives instruction and assignment and following up on the status of assignment;
- 3.9 Review, proofread, and edit documents prepared for the President signature;

- 3.10 Provide weekly report on the secretarial tasks to the President;
- 3.11 Discuss, update, printout and brief the President of his schedule for the day and before schedule the meetings;
- 3.12 Provide daily reminder list for President on all outstanding issues for instance meeting, documents to be approved and signed and appointments;
- 3.13 Coordinate with travel section to make travel arrangement and organize President's travel and accommodation;
- 3.14 Organize and coordinate with Management Committee Meetings and Board of Directors and other important meeting in the planning, during the meetings and after the meetings (prepare agenda, collect material for meetings, takes minutes, type up minutes, and keeps records of proceeding, distribution and follow up the action or assignment;
- 3.15 Composes letters, emails, and memorandum as required;
- 3.16 Discuss and post all regular meetings, travel and events for the year in the President diary and execute accordingly;
- 3.17 Organize and coordinate event functions as required by the President;
- 3.18 Research and compile statistical report and undertake special projects for the President as required;
- 3.19 Asses and improve the administrative and clerical functions of the Organization in order to increase the efficiency;
- 3.20 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 Have Tertiary Qualification in Business, Administrative, Management, and relevant disciplines of Secretarial matters;
- 4.1.2 At least two years working experiences as Executive Secretary in English speaking environment;
- 4.1.3 Ability to communicate fluently in English (Writing, Speaking, Reading and Listening);
- 4.1.4 Have strong ability to take meeting minutes;
- 4.1.5 High degree of computer literacy, including keyboard skills 35-40 wpm, comprehensive knowledge of Microsoft Office software and Lotus Note, and good working knowledge of internet;
- 4.1.6 Timorese Nationality;
- 4.1.7 Ability to demonstrate a high level of confidentiality and business/ work ethics;
- 4.1.8 Ability to follow, apply, interpret, and explain instruction and/ or guidelines and ability to work with limited supervision;
- 4.1.9 Ability to use diplomacy and discretion when giving out information and referring directing callers and visitors;
- 4.1.10 Have strong interpersonal skills of respectful, honest, flexible, well presentation, self-motivation and trustworthy;
- 4.1.11 Ability to communicate cross culturally and an ability to work in a team environment;
- 4.1.12 Knowledge of correct English usage and grammar;
- 4.1.13 Knowledge of departmental policies, procedures and organization relationship;

- 4.1.14 Knowledge of organization, composition letters, minutes, reports, charts, spreadsheet and maintenance of filing system;
- 4.1.15 Knowledge of handling diary and email correspondence effectively;
- 4.1.16 Have strong Management skills;
- 4.1.17 Have strong conflict resolution skills (problem solving and ability to use common sense);
- 4.1.18 Emotional maturity.

## 4.2 Desirable

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