

	MANAGER	PD CODE: ANPM/PD/HRTA&L/001 APPROVED: F. FERREIRA  CHECKED: D. MARTINS & E. DA COSTA 
	POSITION DESCRIPTION	ORIGINATOR: D. VILANOVA  ISSUE DATE: MAY 2022 REVISION NO: 0 PAGE 1 of 4
Position Title : Manager - Logistic Location and Department : Dili, Logistic Department Reporting Relationships : Director – Human Resources, Training, Admin & Logistic (HRTA&L) Positions line reporting to : Refer to Organisation Chart No: ANPM		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 27/2019 of 27th August, 2nd amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore 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, Maritime Boundary Treaty and the Mining Code.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1. Responsible for providing logistic support to ANPM President, Vice President, Single Auditor and Directors for daily basis;
- 2.2. Provide logistic support such as ANPM's assets, ANPM's compounds area, vehicles, field visits and offices equipment to all ANPM staffs;
- 2.3. Supervise and manage Logistic department staff ;
- 2.4. Assist and support Director –HR, Training, Admin and Logistic in achieving the goals of the directorate and organization.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Manage and register ANPM's asset, including building, compound area, vehicles and office equipment;
- 3.1 Develop and execute appropriate strategies to optimize the storage, inventory, transportation and customs matters;
- 3.2 Develop and implement Logistic's policies and procedures;
- 3.3 Regularly disseminate the Logistic Policy and Procedures to the ANPM staff;
- 3.4 Amend and implement time to time the ANPM's Asset Manual;
- 3.5 Plan, Execute and monitor Logistic department's annual budget and ensure Logistic annual budget is well executed based on approval budget in place;
- 3.6 Respond any logistic related issues or complains rose by ANPM staffs or stakeholders;
- 3.7 Regularly provide monthly, quarterly and annual report to direct supervisor, Director – Corporate Services;
- 3.8 Ensure the Logistic department's staff has competency matrix and training development programs based on the competency matrix assessment result;
- 3.9 Conduct observation and monitoring to manage building maintenance, transportation, storage, inventory, and customs matters for daily, weekly, monthly, and annual basis;
- 3.10 Work with all ANPM staffs to incorporate with logistics' policies and procedure implemented;
- 3.11 Ensure all operations adhere and comply to the laws, guidelines, policies, procedure and include ISO requirements;
- 3.12 Ensure to perform coaching and mentoring to subordinates to ensure transfer of knowledge and skills;
- 3.13 Provide technical and procedural advices to the Management;

- 3.14 Accompanying Procurement Manager to negotiate rates and contracts with transportation and logistics providers;
- 3.15 Regularly meet with the suppliers and clients to understand their issues and produce the outcomes to meet their and the ANPM's expectations;
- 3.16 Responsible to organize and monitoring storage and distribution of goods;
- 3.17 Act as contact point for developing Logistic Strategic Planning and Action Plan (SAP);
- 3.18 Ensure the right products or goods are delivered to the right location on time, to the quality required and in the most cost effective way;
- 3.19 Implement ISO – 27001 and ISO – 9001 in the Logistic Department;
- 3.20 Drive the ANPM's vehicle to the location when it is required;
- 3.21 Keep tracking of delivering metrics (Ex: defects, time of deliveries) and conducting related audits;
- 3.22 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 Tertiary qualification in Logistic, Business Administration, Supply Chain Management, engineering and related field;
- 4.1.2 At least five years working experiences in logistic office operations and practices, inventory and asset registration, and supply chain management tasks;
- 4.1.3 Significant understanding specific to extensive operational knowledge such as storage management, inventory planning and control, transportation management and customs good industry management;
- 4.1.4 Advance English language (Writing, Speaking, Reading and Listening);
- 4.1.5 Excellent Ms. Office skills specifically MS word and Ms. Excel;
- 4.1.6 Timorese National;
- 4.1.7 Ability to demonstrate a high level of confidentiality and business/ work ethics;
- 4.1.8 Ability to work independently and handle multiple projects;
- 4.1.9 Have strong interpersonal skills of respectful, honest, flexible, well presentation, self-motivation and trustworthy;
- 4.1.10 Ability to communicate cross culturally and an ability to work in a team environment;

- 4.1.11 Excellent Knowledge in developing policies and procedures that related to logistic matter;
- 4.1.12 Excellent analytical, organizational, management skills;
- 4.1.13 Have strong conflict resolution skills (problem solving and ability to use common sense);
- 4.1.14 Emotional maturity and flexibility.
- 4.1.15 Ability to communicate in Portuguese and Indonesia
- 4.1.16 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.