

	MANAGER	PD CODE: ANPM/PD/DS/001 APPROVED :  F. FERREIRA
	POSITION	CHECKED:  J. COSTA & D. VILANOVA
	DESCRIPTION	ORIGINATOR: N. DE JESUS 
		ISSUE DATE : May 2022
		REVISION NO: 1
<p>Position Title : Manager – Health, Safety and Environment (HSE)</p> <p>Location and Department : Dili, Health Safety & Environment (HSE)</p> <p>Reporting Relationships : Refer to Organisation Chart No: ANPM</p> <p>Position line reports to : Director of Downstream</p>		

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

- 2.1. Provide technical support to the Downstream Directorate on the HSE aspect related to Downstream Activities in accordance with Downstream Legal Frameworks and international best practices;
- 2.2. To manage and coordinate the department's performance effectively and efficiently;
- 2.3. Plan a key role in the review of companies HSE documents and environmental licensing documents and ensure that the downstream activities are carried out safely and environmentally sound;
- 2.4. Manage and supervise the line officers, with emphasis on Goals, Teamwork, Motivation, Established Systems, and effective Prioritisation;

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Participate in the establishment of Downstream legal framework and provide feedback related to HSE based on international best HSE practices;
- 3.2 Ensure the effective assessment of HSE documents for downstream activities;
- 3.3 Ensure the effective assessment of environmental licensing document of Downstream activities based on the applicable Laws and Ministerial Diploma;
- 3.4 Verify and monitor the Health and Safety performance of downstream activities to ensure the activities are carried out in accordance with the company HSE commitments;
- 3.5 Verify and monitor the Environmental performance of downstream activities to ensure the activities are carried out in accordance with Environmental Management Plan;
- 3.6 Ensure the development of annual objectives for the Downstream HSE Department;
- 3.7 Establish HSE guidelines for the review of HSE documents;
- 3.8 Involve in the investigations into accidents and incidents as required;
- 3.9 Plan and ensure regular HSE inspection on Downstream activities;
- 3.10 Ensure an effective annual monitoring plan is developed and implemented for Downstream activities;
- 3.11 Manage the Downstream Directorate HSE Department to ensure an effective use of resources and the achievement of the Downstream Directorate's objectives;
- 3.12 Ensure that all information related to the operators HSE performance are available whenever required;
- 3.13 Provide effective specialist HSE advice and assistance whenever required;
- 3.14 Establish data base on environmental baseline and ensure the data base is properly maintained and readily available;
- 3.15 Coordinate with other relevant government institutions on HSE aspect for downstream activities;
- 3.16 Supervise officer and assistant to perform their roles;
- 3.17 Conduct biannual and annual performance evaluation of line officers
- 3.18 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 Bachelor degree in science or engineering in environment and other relevant engineering discipline;
- 4.1.2 Have at least 4 – 5 years of working experiences in related field of HSE in the oil and gas industry;
- 4.1.3 Ability to communicate at the highest level with industry professionals;
- 4.1.4 Ability to communicate fluently in English (written and verbal);
- 4.1.5 Experience in working with people from different cultures and a good understanding of cultural sensitivities;
- 4.1.6 A high degree of self-motivation, ability to prioritise work, reliable, set targets and work unsupervised for extended period;
- 4.1.7 Good knowledge of: Microsoft Windows XP, Microsoft Office and Lotus Notes software.

4.2 Desirable

- 4.2.1 Experience working in management level in oil and gas industry;
- 4.2.2 Proficient in the use of the Microsoft Office and Lotus Notes.