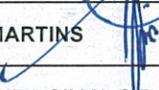


	ASSISTANT	PD CODE: ANPM/PD/PRE/004 APPROVED: F. FERREIRA  CHECKED: D. MARTINS 
	POSITION DESCRIPTION	ORIGINATOR: D. DA SILVA & D. VILANOVA  ISSUE DATE: MAY 2022 REVISION NO: 1 PAGE 1 of 4
Position Title : Communication Assistant Location and Directorate : President Office Reporting Relationships : Communication Officer Positions line reporting to : Refer to Organisation Chart No: ANPM		

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. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

2. KEY OBJECTIVES

- 2.1. Assist Communication Officer to provide communication relation support and advise to employees, management, Board of Directors and President of the ANPM;
- 2.2. Assist to supervise and manage the publicity of the ANPM information to the public through ANPM website, social media, annual report, strategic action plan, brochures and press release;
- 2.3. Assist ANPM in organizing especial event such as; conferences, exhibition, journalist's interviews; media release and other media's event;
- 2.4. Assist communication officer to take videos and edit the videos for ANPM records or other purpose for business use;
- 2.5. Act as the ANPM focal point to respond to the public enquiries, media, Timor-Leste Government and organizations.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Assist to prepare and supervise the submission and the publicity of brochures, handouts, annual report, strategic action plan, photographs, promotional video, film and corporate profiles;
- 3.2. Assist Communication Officer to coordinate with Ministry of Petroleum and Mineral to collect the information from ANPM directorates for quarterly, six months and yearly reports;
- 3.3. Assist Communication Officer to arrange and organize media participation in ANPM essential activity such as launching any petroleum and mineral activities, media conference, media release and etc;
- 3.4. Assist ANPM to draft and check any public information such as ANPM Advertisement;
- 3.5. Assist Communication Officer to manage and oversee production visual such as video, audio and electronic material;
- 3.6. Assist Communication Officer to manage and maintain the ANPM website by coordinating with all directorates to update the essential information into website and social media;
- 3.7. Assist Communication Officer to organize especial events such as open days, visits, exhibitions, functions, conferences and press tours;
- 3.8. Assist Communication Officer to lease with the President and CS-Director, respond to enquiries from the public, media and other organizations;

- 3.9. Assist Communication Officer to design plan for public relation program including the preparation of budget;
- 3.10. Provide summary on media coverage to ANPM management as deemed needed;
- 3.11. Assist to arrange interviews with journalist, prepare and distribute news release;
- 3.12. Assist Communication Officer to Advise management on media communication strategies and issues;
- 3.13. Assist Communication Officer in managing ANPM website and ANPM social media networks such as: Twitter, Facebook, LinkedIn and Instragram;
- 3.14. Write, edit, design and arrange production of ANPM brochures, pamphlets and publications materials;
- 3.15. Write press releases, monitor media coverage, and attend both external and internal events;
- 3.16. Support administration department in order to achieve the overall administration strategy and action plan;
- 3.17. In the absence of the Communication Officer, work directly in creating and publishing content, overseeing office activities, brainstorming ideas and developing newsletters and other publications;
- 3.18. Any other duties related as directed by the management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Tertiary qualification in Public Relation, Communication, Media Marketing and Journalist, Management, Business Administration or related discipline;
- 4.1.2 Three years work experience in Communication or Public Relation role;
- 4.1.3 Strong ability to form relationship with customers and stakeholders;
- 4.1.4 Posses detailed knowledge of public relation issues and media;
- 4.1.5 Strong Communication Skills;
- 4.1.6 Creative & Innovative;
- 4.1.7 Ability to communicate fluently in English and Portuguese (Reading, writing, listening and speaking);
- 4.1.8 Strong understanding of cultural sensitivities;
- 4.1.9 Proficient in the use of the Graphic design software (CorelDraw, adobe photoshop, adobe in design) Audio visual software (Adobe Primer Pro and Final Cut Pro), Microsoft, Power Point, Excel and other relevant softwares;

4.1.10 A high degree of self-motivation, ability to prioritise work and set targets and time management.

4.2. **Desirable**

4.2.1 Confidence and discretion;

4.2.2 Experience in the Oil and Gas Industry;

4.2.3 Able to communicate in Portuguese and Indonesia (Listening, Reading, Speaking & Writing);

4.2.4 Have experiences writing journal or any publications;

4.2.5 Public Speaking skill.