

	OFFICER	PD CODE: ANPM/PD/HRTA&L/T/004
		APPROVED: F. FERREIRA 
	POSITION DESCRIPTION	CHECKED: D. MARTINS 
		ORIGINATOR: Z. PIRES 
		ISSUE DATE: JULY 2022
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Position Title : Training Officer - Competency Development Location and Department : Dili, Training Department – HRTAL Directorate Reporting Relationships : Manager - Training 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. Provide support to Training Manager in coordinating competency development and its implementation for ANPM personnel to meet their competency needs and accomplish the ANPM's operational objectives;
- 2.2. Maintain policies related to competency matrix development policies and its application, and developing procedures regarding competency application within the ANPM;
- 2.3. Communicate with relevant directors and managers to ensure the competency documents such as Job Competency Analysis (JCA) plus Behaviour Indicators (BI) are in place for proceeding to Competency Development Plan (CDP);
- 2.4. Manage and upgrade the ANPM Competency Management System (CMS) with well upgraded and useful for the Training Department and ANPM overall.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Coordinate with relevant directors, managers, and supervisors to facilitate hired external consultant(s) in conducting any Competency Matrix (model/framework) activities for each existing job in the ANPM, including individual personnel who is holding the job/ position;
- 3.2. Work closely with hired external consultant(s) regarding the competency assessment for jobs and individual personnel start from communication arrangements, implementation till a competency assessment result produced;
- 3.3. Develop related competency development procedures and review them as necessary to facilitate competency and its developments in applications;
- 3.4. Coordinate with relevant supervisors or/and managers to ensure the Job Competency Analysis (JCA) is available for each job and individual personnel, including its Behaviour Indicators (BI), and well recorded under the Competency Management System (CMS);
- 3.5. Ensure relevant supervisors or/and managers to share the completed JCA and BI they produced to the subordinates as it helps in Competency Development Plan (CDP) process in later stage;
- 3.6. Ensure each individual personnel has the CDP upon the approval of JCA in place. Including advise relevant supervisors or managers to have good communication in originating the CDP for the personnel;

- 3.7. Coordinate with Training Development Officer to ensure each individual personnel is allowed to attend the collective or/and individual learning programs when approval JCA and CDP in place;
- 3.8. Support Training Manager in reviewing the competency matrix (model/framework) of a job, including individual personnel who holding the job in coordination with respective supervisors or managers, as necessary;
- 3.9. Ensure each individual personnel, including relevant parties well understand the competency matters and its applications by delivering a presentation or/and a training accordingly;
- 3.10. In coordination with TDO collects relevant data/information for supporting Training Manager in Competency Learning Evaluation (CLE) stage by producing a formal CLE report;
- 3.11. Work with ICT Department for designing/reviewing Competency Management System (CMS), and maintain individual personnel data/information are well upgraded and recorded;
- 3.12. Perform Training Department's Strategic Action Plans (SAP) to reach its annual objectives;
- 3.13. Maintain and ensure Training Department to implement ISO – 27001 and ISO – 9001;
- 3.14. Provide monthly report on competency management tasks to Training Manager;
- 3.15. Supervise, coach and mentor the Competency Assistant in day-to-day activities;
- 3.16. Perform any other duties required by Management Level or Direct supervisor.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1. Bachelor degree in Human Resources, Education and Training, and/or Management;
- 4.1.2. Minimum 3 years experiences in Human Resource or/and Education and Training roles;
- 4.1.3. Current qualification in Certificate IV in Training and Assessment;
- 4.1.4. Timorese Nationality;
- 4.1.5. Good knowledge of Training and Education, and Competency Management issues;
- 4.1.6. Ability to design and deliver a training;
- 4.1.7. Ability to communicate fluently in English (writing, listening, speaking, and reading);

- 4.1.8. A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.9. Proficient in using Microsoft office applications (PowerPoint, Excel, and Outlook, word etc).

4.2. Desirable

- 4.2.1. Experience in the Petroleum and Mining Industries;
- 4.2.2. Certified in First Aid Training;
- 4.2.3. Ability to communicate in Portuguese and Indonesia.