

	OFFICER	PD CODE: ANPM/PD/HSE/010
		APPROVED: F. FERREIRA
	POSITION DESCRIPTION	CHECKED: V. DE OLIVEIRA & E. DA COSTA
		ORIGINATOR: J. SARMENTO
		ISSUE DATE: JUNE 2022
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Position Title : Environmental Assessment Officer IEIA/EIA		
Location and Department :Dili, Environment – HSE Directorate		
Position report to : Manager - Environment		
Positions line reporting to : Refer to Organisation Chart No: ANPM		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor Leste's Public Institutions responsible for managing and regulating petroleum activities in the Timor-Lestes' exclusive jurisdiction areas in accordance with the Decree-Law no 1/2016 on the establishment of the ANPM, Timor-Leste's Petroleum Activities Law, Offshore Petroleum Operations Decree Law, Onshore Petroleum Operations Decree Law, and Greater Sunrise Special Regime, etc. The ANPM is mandated to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation of oil and natural gas resources, and the distribution, wholesaling and retailing of refined oil and gas products. The ANPM also regulates exploration and exploitation of minerals in Timor-Leste in accordance with the applicable legal frameworks.

2. KEY OBJECTIVES

- 2.1 Provide technical and administrative support to the Environment Manager – and other officers, and environment assistance when required;
- 2.2 Provide technical and administrative support to Environment Manager in the areas of statistical compilation of environmental baseline data, perform analysis and reporting, and maintain compliance registers and monthly reporting requirements;
- 2.3 Review and update environment database;
- 2.4 Plan, prepare and undertake review of environmental related submission, under the environmental licensing process, and relevant environmental regulatory submissions.
- 2.5 Plan, prepare and undertake inspection and investigation;
- 2.6 Report to Environment Manager and provide support and expert advice as required, including advising, assisting, and empowering HSE Directorate in the area of assessment, monitoring, analysis, and planning;
- 2.7 Communicate HSE issues effectively with internal and external stakeholders.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1. Plan, prepare, and undertake assessment under environmental licensing process such as Project Document, Term of Reference for EIA, Initial Environmental Impact Assessment, Environmental Impact Assessment, Environmental Management Plan, Oil Spill Contingency Plan, and associated documents and provide technical recommendation for the decision-making process;
- 3.2. Plan, Prepare, and undertake public consultations activities for environmental licensing process, this includes public consultation for EIA and EMP, and ensure that record of public comments during public meetings/consultations is registered and maintained;
- 3.3 Monitoring the HSE performance of operators involved in upstream oil and gas operations related activities in Timor-Leste offshore and onshore waters, and Greater Sunrise Special Regime, where necessary, enforcing the relevant laws;
- 3.4. Assist Environment Manager in development of annual objectives and strategic action plan for the Environment Department;
- 3.5. Assist Environment Manager to provide an internal monitoring function to ensure the effective implementation of ANPM HSE standards and procedures used for the HSE regulations of activities within ANPM jurisdiction;
- 3.6. Plan, prepare, and perform HSE inspection of offshore and onshore operations and

investigating incidents which will involve extensive travel;

- 3.7. Provide a regulatory function to verify the effectiveness implementation of appropriate HSE operations system associated with activities within ANPM jurisdiction;
- 3.8. Prepare environment reports, memorandum, manuals, and booklets; arrange their distribution, preparation of presentation and administrative function;
- 3.9. Assist environment manager in compilation of HSE monthly reports including statistic and provide technical and administrative support to HSE Directorate in the areas of statistical compilation and reporting, maintain compliance registers, and monthly reporting requirements;
- 3.10. Ensure that HSE are highlighted and given appropriate priority over other objectives;
- 3.11. Prepare and maintain proper registration and filling of HSE documents and monitor ANPM's HSE activities to ensure compliance with internal standards;
- 3.12. Ensure and participate in an effective assessment of HSE related submissions for activities within ANPM's jurisdiction, including, but not limited to:
 - Safety Case
 - Emergency Response Plan,
 - Decommissioning Plan, etc.;
- 3.13. Any other duties as directed by the supervisors and/or managers.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must hold a University degree in environmental sciences, environmental engineering, natural resources and environmental management, and other related environmental degrees;
- 4.1.2 At least three (3) years working experiences in oil and gas industry specific to Health Safety & Environment issues;
- 4.1.3 Ability to communicate at the highest level with industry professionals;
- 4.1.4 Ability to communicate fluently in English (written & verbal); Have an International English Language System score above 6.00 or an equivalent qualification;
- 4.1.5 Experience in working with people from different cultures and have a good understanding of cultural sensitivities;

- 4.1.6 A high degree of self-motivation, ability to prioritise work, set targets, work unsupervised for extended period, and meet deadlines;
- 4.1.7 High level of personal initiative, awareness, and adaptability;
- 4.1.8 Good knowledge of Microsoft Office, Microsoft Windows, Microsoft Outlook, Teams, Lotus Notes, etc.

4.2 Desirable

- 4.2.1 Experience working in the assessment of regulatory submissions, such as IEIA and EIA related to oil and gas project;
- 4.2.2 Have the ability cope with demanding workload and can work independently;
- 4.2.3 Good understanding of role and function of ANPM as the regulatory authority;
- 4.2.4 An interest and knowledge of health, safety, and environment issues.