


	OFFICER	PD CODE: ANPM/PD/PSC&L/CLD/004
		APPROVED: F. FERREIRA 
	POSITION DESCRIPTION	CHECKED: R. AMADO HEI & E. DA COSTA 
		ORIGINATOR: C. ALVES 
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<p>Position Title : Legal Officer – Litigation & Dispute</p> <p>Location and Department : Dili, Commercial Litigation & Dispute</p> <p>Reporting Relationships : Manager – Legal Commercial Litigation & Dispute</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</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/SCOPE OF WORK

- 2.1. Provide legal support and assistance to the relevant directorate within ANPM on various legal and commercial matters, including but not limited to Petroleum and Mineral legislation, Company law, Property law, Intellectual Property, taxation law, insurance, insolvency, dispute resolution mechanism in commercial contract including knowledge of the energy sector in Timor-Leste;
- 2.2. Provide insight on international dispute resolution mechanisms applicable to the petroleum and mineral sector through institutional arbitration and mediation;
- 2.3. Willing to undertake other legal tasks as instructed by the supervisor on the work-related matter.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Ensuring ANPM management is well aware of various legal and commercial issues and potential risks and ability to mitigate those risk in contract negotiation including provide legal assistance on dispute resolution mechanism;
- 3.2 Conduct legal research and analysis of potential commercial dispute arising from both the petroleum and Mineral sector in Timor-Leste;
- 3.3 Prepare legal memorandum and brief notes as instructed by the supervisor;
- 3.4 Provide support to the Director of PSC and Legal compliance in preparing the case statement, witness statement, and documentation for dispute;
- 3.5 Maintain and file the Legal Litigation & Dispute documents for Department records in systematic order;
- 3.6 Provide of Legal Litigation & Dispute monthly report to direct supervisor;
- 3.7 Provide legal opinions, advice, points of view, and recommendation of legal related issue when required;
- 3.8 Involve the investigation related to legal matter when required; and
- 3.9 Perform any other duties as directed by the supervisor and senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Tertiary qualifications in Law Degree either in Civil law or Common Law;
- 4.1.2 At least one-year working experiences either in a public institution or private company, including law firm;
- 4.1.3 Timor-Leste Nationality;
- 4.1.4 Ability to communicate in English and Portuguese (verbal and written);
- 4.1.5 Possess legal commercial attribution such as (1) commercial awareness, (b) attention to details, (c) Research and analysis, (d) self-confidence and (e) respect code of conduct applicable to lawyer in Timor-Leste;

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- 4.1.6 Demonstrate ability to perform multiple tasks and work under pressure and working as a team and willing to work beyond office hours if requested by supervisor;
- 4.1.7 Administratively competent, including liaising with government agencies and industry;
- 4.1.8 Proficient in using Microsoft Office and Lotus Notes Computer package;
- 4.1.9 Willingness to learn new skills, has organisational skills, high motivation, and ability to resolve problematic issues;
- 4.1.10 Familiar with law online resources such as Journal da Republica, OGEL, TDM, LexisNexis, Westlaw, HeinOnline and others;
- 4.1.11 Possess some knowledge of Mining principle established under the International Council on Mining and Metals; and
- 4.1.12 In term of litigation, familiar with Civil procedure rules, criminal procedure rules applicable in Timor-Leste. This includes, possess some knowledge of procedures applicable institutional arbitration, including but not limited to ICSID, ICC, HKIAC SIAC, LCIA and others.

4.2. Desirable

- 4.2.1 Experience in the Petroleum and Mining Industries;
- 4.2.2 Certified in First Aid Training.