

	OFFICER	PD CODE: ANPM/PD/HRTAL/L/003 APPROVED: F. FERREIRA <i>[Signature]</i> 14/09/22
	POSITION DESCRIPTION	CHECKED: D. MARTINS & D. VILANOVA <i>[Signatures]</i> ORIGINATOR: P. SIMOES <i>[Signature]</i> ISSUE DATE: MAY 2022 REVISION NO: 0 PAGE 1 of 4
Position Title		: Office Logistic and Fleet Management Officer
Location and Department		: Dili, Logistic
Reporting Relationships		: Manager - Logistic
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 Coordinate with the Manager - Logistic and Manager - Corporate Finance on Logistics and ANPM assets and inventories registration and stock taken management;
- 2.2 Ensure and responsible for ANPM assets day to day incoming and outgoing management including office maintenance;
- 2.3 Assist Manager - Logistic to develop and implement procedures for any related office Maintenance, fleet and Logistic managements;
- 2.4 Supervise the ANPM fleet staff and the ANPM drivers.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Ensure all the incoming and outgoing goods are recorded into Logistics "Goods Receive Notes Form";
- 3.2 Work closely with Finance Payment Officer to maintain and manage the office assets including ANPM Assets allocation, perform yearly asset and inventories stock taken and auctions;
- 3.3 Work with Travel Officer or Coordinator to arrange renting vehicles for ANPM's activities out of Dili, when required;
- 3.4 Socialize and communicate Office Logistic and Fleet Management Procedures to all staffs;
- 3.5 Develop, review and implement Logistic and Fleet Management procedures;
- 3.6 Ensure all ANPM assets are managed in line with ANPM Asset Manual;
- 3.7 Ensure the Logistic Online System is properly managed (e.g. register new items, remove disposal items, etc.)
- 3.8 Ensure all assets are registered within Logistic and Finance Database;
- 3.9 Assist Manager – Logistic to prepare project tendering documents in regards to ANPM office layout, when required;
- 3.10 Supervise any office maintenance works (i.e. Building, Toilets, Water Plumbing Services, Electrical, Air Conditioner etc.);
- 3.11 Prepare and submit appropriate paperwork and follow up with Corporate Finance Department to ensure office maintenance invoices of services are paid in a timely manner;
- 3.12 Liaise with Finance Payment Officer, organise and recommend the ANPM asset disposal, auction and management;

- 3.13 Coordinate the delivery of supplies/ services with supplier and Procurement Sourcing Officer as well as Manager - Logistic to ensure that supplies are delivered to the required destination in a timely manner;
- 3.14 Liaise with ANPM vendors for the fuel supply, equipment maintenance and provision of goods and services to ensure continuous supply of those items required by the ANPM;
- 3.15 Provide fuel coupon to ANPM Drivers in prior to fill in ANPM Vehicles, Motorbike, gardening equipment/machines and Generators;
- 3.16 Confirm, process and submit any invoices from vendors in relating to fuels, and office maintenances such as AC, plumbing, minor and mayor construction services, electricity, ANPM car maintenance and other services related to the office & logistic management matters;
- 3.17 Provide monthly, quarterly and annual Maintenance and Logistic reports to Manager - Logistic;
- 3.18 Evaluate vendor's performance in quarterly basis and submit to Manager - Logistic for approval and assist on annual performance evaluation as per procedure in place;
- 3.19 Ensure the Drivers report of any faults found in regards to ANPM vehicles and take action immediately to fix problems;
- 3.20 Ensure all necessary items in the stock for the ANPM's drivers to perform their duties;
- 3.21 Submit daily report of ANPM vehicles logbook to Manager - Logistic;
- 3.22 Keep updated Manager - Logistic and Director - HTAL of any issues or obstacles regarding the provision of goods or services required;
- 3.23 Perform and assist Manager – Logistic to implement ISO 27001 and 9001 in the Logistic Department;
- 3.24 Prepare and manage drivers daily, weekly and monthly allocation and movement based on their availabilities;
- 3.25 Work with Manager – Logistic and Manager – Procurement to outsource temporary drivers when required;
- 3.26 Work with Manager – Logistic and Manager – Procurement to outsource vehicles to support the ANPM's activities within Dili, when required;
- 3.27 Drive the ANPM vehicles to field outside of Dili when required by supervisor;
- 3.28 Any other duties as directed by your supervisor and/or senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Tertiary qualification in Civil, electronic, or mechanical Engineering, business management, Finance management or any other related discipline;
- 4.1.2 At least three years of Logistic, Office and vehicle Maintenance experience with an international organisation;
- 4.1.3 Experience in organising shipping and transport of ordered items to final destination;
- 4.1.4 Ability to communicate fluently in English (written and verbal);
- 4.1.5 Advanced computer skills, particularly internet and MS Excel etc.;
- 4.1.6 Have valid Timor-Leste driver's licence;
- 4.1.7 Ability to coordinate multiple tasks and deal with multiple demands in an efficient manner;
- 4.1.8 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.9 Demonstrated commitment to teamwork;
- 4.1.10 Good understanding of sensitivities in a multi-cultural working environment;
- 4.1.11 Timor-Leste Nationality

4.2. Desirable

- 4.2.1. Tertiary degree in civil or electricity works.
- 4.2.2. Portuguese language skills.
- 4.2.3. Current First Aid qualification.