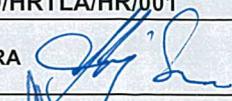


	MANAGER	PD CODE: ANPM/PD/HRTLA/HR/001
		APPROVED: F. FERREIRA 
POSITION DESCRIPTION	CHECKED: D. MARTINS 	
	ORIGINATOR: E. DA COSTA 	
	ISSUE DATE: 03 October 2022	
	REVISION NO: 2 1 of 4	
Position Title : Manager – Human Resources		
Location and Directorate : Dili, Human Resources, Training, Logistic & Admin		
Reporting Relationships : Director – HRTLA		
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

- 2.1 Provide management support and advice to directors, supervisors and employees related to human resources management issues within the ANPM;
- 2.2 Develop and implement human resource management system within the ANPM;
- 2.3 Supervise Human Resources department staff to ensure HR strategic and action plan is implemented to meet the ANPM's goals.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Collaborate with Director – HRTLA to develop, review and implement Human Resources (HR) frameworks such as HR's policies, guidelines, procedures, and update the approval policies and procedures to the ANPM staff
- 3.2 Ensure the HR framework such as HR's policies, guidelines and procedures are in-line with the Timor – Leste labour law;
- 3.3 Act as the focal point of the ANPM's human resources frameworks by advising on all matters relating to staffing levels, recruitment, employee management, employment conditions, salaries, promotion, visa requirement, and workplace behaviour;
- 3.4 Act as the initial contact point for all Human Resource's issues i.e. salary disputes, difficulties with dissatisfaction with work environment, and collaborate with the relevant Manager or Director to issue a resolution if required;
- 3.5 Act as the contact point for any contractual issues, and coordinate with Payroll and Human Resources Officer to issue new contract to a new employee and contract extension to existing staff;
- 3.6 Coordinate with HR and Employment Relation Officers to perform the ANPM recruitment and selection for new employees;
- 3.7 Work with Manager – Corporate Finance to ensure monthly payroll is accurate and completed within a specified timeframe in accordance with policy and procedure in place;
- 3.8 Ensure to perform coaching and mentoring to subordinates to ensure transfer of knowledge and skills;
- 3.9 Act as the contact point for the development of the HR strategic planning and action plan;
- 3.10 Implement and ensure the HR Strategic & Development are met based on the targets dates;
- 3.11 Ensure that HR staff have the set of competency matrix standard, and the competency development programs shall be implemented based on the competency matrix in place;

- 3.12 Develop HR annual budget and ensure that HR work programs execute according to the approval budget;
- 3.13 Implement ISO – 27001 and ISO – 9001 within the HR department;
- 3.14 Regularly provide monthly report on HR activities to the Director – HRTAL;
- 3.15 Any other duties as directed by the supervisor and/or senior management.

4 QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Bachelor degree in Human Resources, Business Administration, and Psychology;
- 4.1.2 minimum 1 year experience in managerial Position and Five (5) years working experiences in a Human Resource Management;
- 4.1.3 Two (2) years experiences in developing, reviewing and implementing the organisation HR framework including the HR's policies and procedures;
- 4.1.4 A detailed knowledge of Human Resources management issues;
- 4.1.5 Timorese Nationality;
- 4.1.6 Strong understanding of cultural sensitivities;
- 4.1.7 Ability to communicate fluently in English (Advance level in 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 offices.

4.2 Desirable

- 4.2.1 Preferable Master degree in Human Resources Management or Business Administration;
- 4.2.2 Experience in the Oil and Gas Industry;
- 4.2.3 Ability to communicate in Portuguese and Indonesia.