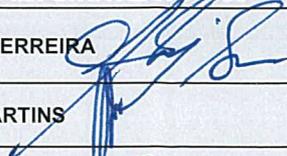
	<b>ASSISTANT</b>	PD CODE: ANPM/PD/HRTLA/HR/005 APPROVED: F. FERREIRA  CHECKED: D. MARTINS
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: D. VILANOVA  ISSUE DATE: 6 October 22 REVISION NO: 0    PAGE 1 of 4
<b>Position Title</b> : Human Resources Assistant <b>Location and Directorate</b> : Dili, Human Resources, Training, Logistic & Admin <b>Reporting Relationships</b> : Human Resources Officer (Payroll) <b>Positions line reporting to</b> : 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 establishment of Autoridade Nacional do Petróleo, responsible for 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 payroll assistant to all ANPM staff and human resource management support;
- 2.2 Support the implementation of human resource management section of the management system especially all ANPM staff entitlement and remuneration;
- 2.3 Assist the Payroll Officer to coordinate all staff entitlement, remuneration and benefit per ANPM policies and procedures.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assist Payroll Officer to process accurate monthly payroll within a specified timeframe in accordance with policy and procedure in place;
- 3.2 Assist Payroll Officer to ensure all payroll information on the payroll system is maintained accurately;
- 3.3 Regularly update the ANPM staff Master List;
- 3.4 Assist Payroll Officer in calculating employees leave entitlements, overtime payments, payment adjustments, deductions and termination of contract;
- 3.5 Assist Payroll Officer to ensure the individual employee's pay slip is sent after the payroll processing;
- 3.6 Update employee's personal files (e.g. contracts, offer letters, notifications, etc);
- 3.7 Assist Payroll Officer to coordinate with Employment Relation Officer to have proper check and balance on staff attendance;
- 3.8 Work with Payroll Officer to provide payroll documents to Single Auditor, Audit Chambers and International Audit upon request;
- 3.9 Assist Payroll Officer to drill employee attendance, seek clarification, and calculate staff's attendance for salary processing;
- 3.10 Assist Payroll Officer to calculate on staff annual performance review bonus and related activity;
- 3.11 Assist Payroll Officer to implement the human resources policy and procedures such as leave, benefits, and entitlement and staff insurance;

- 3.12 Assist Payroll Officer to maintain filling and tracking system and database for the payroll and Human Resource Department;
- 3.13 Assist Payroll Officer to process Bi-monthly payroll system for all ANPM employees;
- 3.14 Update payroll and personal files of each individual employees;
- 3.15 Update the new hire and termination paperwork, employees contract into the payroll system;
- 3.16 Assist Payroll Officer to record, maintain, update and advice staff in regard to theirs leaves, and integrate staff leave into the payroll system;
- 3.17 Assist Payroll Officer to record, and maintain staff attendance machine and advise staff on their absence accordingly;
- 3.18 Assist Payroll Officer to maintain employee's payroll system;
- 3.19 Assist Payroll Officer to advise ANPM employees on benefits and entitlement per ANPM policies and procedures;
- 3.20 Provide monthly report on Human Resource Payroll System to Payroll Officer;
- 3.21 Assist Payroll Officer to implement ISO 27001 and 9001 in the Human Resources Department;
- 3.22 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 Tertiary qualification or diploma in Accounting, Finance/Human Resource and/ or Management;
- 4.1.2 One years working experience in Payroll System;
- 4.1.3 Have a knowledge of Human Resource and Payroll System;
- 4.1.4 Ability to communicate fluently in English (writing, listening, reading and speaking);
- 4.1.5 Ability to perform Manual Calculation using spreadsheet;
- 4.1.6 Attention to detail and accuracy;
- 4.1.7 Timorese Nationality;

- 4.1.8 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.1.9 Proficient in the use of the Microsoft office;
- 4.1.10 Good Administration and Organisation skills;
- 4.1.11 Good knowledge on Timor-Leste Taxation System.

#### **4.2. Desirable**

- 4.2.1 Bachelor Degree in Human Resources, Finance management or Accounting;
- 4.2.2 Experience in the Oil and Gas Industry;
- 4.2.3 Good knowledge on some payroll software;
- 4.2.4 Ability to communicate in Portuguese.