

	ASSISTANT	PD CODE: ANPM/PD/HRTLA/L/004 APPROVED: F. FERREIRA <i>[Signature]</i> CHECKED: D. MARTINS & R. FRANCISCO <i>[Signatures]</i>
	POSITION DESCRIPTION	ORIGINATOR: D. VILANOVA <i>[Signature]</i> ISSUE DATE: SEPTEMBER 2022 REVISION NO: 0 PAGE 1 of 4
<p>Position Title : Fleet Management Assistant</p> <p>Location and Directorate : Dili, Human Resources, Training, Logistic & Admin</p> <p>Reporting Relationships : Office Logistic & Fleet Management Officer</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 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/SCOPE OF WORK

- 2.1 Provide support to the Office Logistic & Fleet Management Officer in logistic matters and ANPM assets and inventories registration and stock taken management;
- 2.2 Assist and support Office Logistic & Fleet Management Officer to ensure the ANPM day-to-day assets movement including new and existing assets;
- 2.3 Assist and support Office Logistic & Fleet Management Officer to manage office maintenance;

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assist Office Logistic & Fleet Management Officer to Ensure all the incoming and outgoing goods are recorded into Logistics “Goods Receive Notes Form”;
- 3.2 Assist Office Logistic & Fleet Management Officer to 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 Support Office Logistic & Fleet Management Officer in Socializing and communicate Office Logistic and Fleet Management Procedures to all ANPM staffs;
- 3.4 Assist Office Logistic & Fleet Management Officer to ensure all ANPM assets are managed in line with ANPM Asset Manual;
- 3.5 Work with Office Logistic & Fleet Management Officer to ensure the Logistic Items Online System is managing properly (e.g. register new items, remove disposal items, etc.)
- 3.6 Assist Office Logistic & Fleet Management Officer to ensure all assets are registered within Logistic and Finance Database;
- 3.7 Support Office Logistic & Fleet Management Officer to supervise and monitoring any office maintenance works (i.e. Building, Toilets, Water Plumbing Services, Electrical, Air Conditioner etc.);
- 3.8 Assist Office Logistic & Fleet Management Officer to ensure office maintenance invoices of services are paid in a timely manner;
- 3.9 Assist Office Logistic & Fleet Management Officer in the ANPM asset disposal, auction and management;

- 3.10 In absent of Office Logistic & Fleet Management Officer, issue fuel coupon to ANPM Drivers in prior to fill in ANPM Vehicles, Motorbike, Cutting Grass and Generators;
- 3.11 Received and compile any invoices from supplies in relating to fuels, and office maintenances such as AC, plumbing, minor and mayor construction services, electricity, ANPM car maintenance, etc.;
- 3.12 Assist Office Logistic and Fleet Management Officer to submit daily vehicles logbook record;
- 3.13 Assist Office Logistic & Fleet Management Officer to process and submit invoices from the vendors
- 3.14 Provide and submit monthly report to direct supervisor;
- 3.15 Assist Office Logistic & Fleet Management Officer to ensure the Drivers report of any faults found in regards to ANPM vehicles and ensure necessary items in the stock for them to perform their duties;
- 3.16 Assist Office Logistic and Fleet Management Officer to implement ISO 27001 and 9001 in the Logistic Department;
- 3.17 Drive the ANPM vehicles to field outside of Dili when required;
- 3.18 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 or diploma in civil, electronic, or mechanical Engineering, business management, Finance management or any other related discipline;
- 4.1.2 At least one year of office Logistic, fleet management and Maintenance experience with an international organisation;
- 4.1.3 One year Experience in managing assets;
- 4.1.4 Able to communicate in English (written and verbal);
- 4.1.5 Proficient in using computer such as Ms. Office; ;
- 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

- 4.1.12 Experience in organising shipping and transport of ordered items to final destination;
- 4.1.13 Portuguese language skills.
- 4.1.14 Current First Aid qualification.