	OFFICER	PD CODE: ANPM/PD/D&P/008
		APPROVED: F. FERREIRA Sign for
		CHECKED: D. VILANOVA
	POSITION DESCRIPTION	ORIGINATOR: F. DA SILVA
		ISSUE DATE: APRIL 23
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Position Title	**: Operations Admin Officer**
Location and Directorate	**: Dili, Development & Production (D&P)**
Reporting Relationships	**: Director – D&P**
Positions line reporting to	**: Refer to Organisation Chart No: ANPM**

1. ROLE SUMMARY

The Autoridade Nacional do Petroléo e Minerais (ANPM) is a Timor-Leste's public institution responsible for managing and regulation petroleum and mineral activities in the Timor-Leste's jurisdiction in accordance with the Decree Law No.20/2008 on the establishment of the ANP and further amended as per Decree Law No.01/2016 and 27/2019 on the establishment of ANPM. Furthermore, ANPM is also responsible for Petroleum activities in Greater Sunrise Special Regime (GSSR) in accordance with Maritime Boundary Treaty (MBT) article 5 & 6 of Annex B and Petroleum Activities Law. The ANPM is to ensure and supervise safe operations and compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum and natural gas resources. It is also tasked to develop a strong petroleum management institution in Timor-Leste.

This position requires the personnel to initiate, participate, review and provide technical inputs to any relevant subsurface studies from the perspective of reservoir engineering that are relevant to field operations and field development plans.

2. KEY OBJECTIVES

2.1. Provide full administrative and secretarial support of upstream operations including Greater Sunrise Special Regime (GSSR) project under supervision of the Development and Production Director:

2.2. Manage directorate's system for effective and efficient administration of upstream operations and GSSR Project;

2.3. Ensure effective communication and liaison with key stakeholder.

3. PRINCIPAL ACCOUNTABILITIES

3.1 Plan and Manage D&P Directorate's administrative dealings for the GSSR Governance Board Meeting, PSC Management Meeting and other relevant meetings;

3.2 Produce high quality and efficient documents including meeting minutes, letters, reports, graphic/presentation slides and briefing papers;

3.3 Manage the workflow of briefings, correspondence and requests for information to the D&P Director in line with priorities established by the D&P Director, monitor important issues, and follow up action when required;

3.4 Perform and Maintain confidentiality and sensitive information to be protected and associated protocols where appropriate;

3.5 Work with information technology and associated systems in accordance with the ANPM Policies;

3.6 Regularly review and enhance the administration directorate's system and procedures to manage the administration of the upstream operations and Special Regime Project in effective and efficient manner;

3.7 Promote clear and effective communication with key stakeholders;

3.8 Carry out any other reasonable duties and responsibilities within the overall function, proportional with the level of responsibilities of the post;

3.9 Coordinate with travel section to arrange and organise GSSR Meeting and other directorate's travel arrangement and accommodation;

3.10 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 A person holding bachelor's degree in one of the following areas such as: International Relations, Communication Management, Administration, Finance, Law, Business Management, and other related fields such as: Petroleum engineering, Geological engineering, Chemical engineering, and Mechanical engineering.

4.1.2 At least 2 years working experience in providing effective administrative related works in English speaking environment or relevant Government intuitions.

4.1.3 Has understanding of the Maritime Boundary Treaty (MBT) and the GSSR with the existing petroleum regulatory frameworks including all associate upstream operations in Timor Leste;

4.1.4 Communicate fluently in English (written & verbal);

4.1.5 Ability to work independently and demonstrate commitment to teamwork;

4.1.6 Ability to work and communicate effectively with operators by contributing to multidisciplinary and multicultural teams;

4.1.7 Proficient in the using of the Ms. Office;

4.1.8 Typing skills required of 40 words per minute;

4.1.9 Possessed good personal attributes such as maintain standards of conduct, respectful, flexible and demonstrate sounds of work ethics

4.1.10 Timor-Leste nationality.

4.2 Desirable

4.2.1 Ability to communicate in Portuguese (written & verbal);

4.2.2 Has working experiences in oil & gas industry, knowledge about GSSR, Maritime Boundary Treaty, and other related to petroleum activities.

4.2.3 A high degree of self-motivation, ability to prioritize work and set achievable targets;

4.2.4 A keen interest and basic knowledge of Health, Safety and Environment issues;

4.2.5 A Valid Timor-Leste driving license.