	BUSINESS PROFESSIONAL CATEGORY A	PD CODE: ANP/PD/LC/L/002
		APPROVED: G. DA SILVA
		CHECKED: C. ALVES, G. BRANCO
	POSITION DESCRIPTION	ORIGINATOR: J. CELESTINO NAY
		ISSUE DATE: AUGUST 2024
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Position Title	:	**Legal Admin, Business Officer – Registration Taxation and Land & Property**
Job Grade	:	**G4**
Location and Directorate	:	**Dili, Legal & Commercial Directorate**
Positions line reporting to	:	**Manager - Legal Commercial**

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023 of 6th September 2023, 3rd amendment of Decree Law No. 20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo. The ANP is mandated to manage and regulate petroleum activities in the Timor-Leste area, both offshore and onshore and the area governed under the Greater Sunrise Special Regime, including supervising and regulating among others (1) Carbon Capture, utilization and Storage (CCUS), (2) Production, storage, transport and marketing of hydrogen and other related activities, (3) Production, storage, transport and marketing of synthetic fuels and other related activities in accordance with the amended Decree-Law, the Timor-Leste Petroleum Activities Law, Maritime Boundary Treaty.

2. KEY OBJECTIVES

2.1 Assisting ANP on legal administrative matters, business registration, taxation matters including matter relating to the land and property;

2.2 Ensuring ANP management is well informed on various legal and commercial matters surrounding petroleum, CCUS, hydrogen and synthetic fuel through robust research on the relevant literature from reputable academic journals and online resources.

3. PRINCIPAL ACCOUNTABILIITIES

3.1 Provide legal support in terms of legal administrative work, Business registration and land property matter as per the Applicable Law in Timor-Leste;

3.2 Maintain an overall understanding of the legal issues on petroleum activities in Timor-Leste jurisdiction and in the Greater Sunrise Special Regime Area (GSSRA) including but not limited to CCUS, hydrogen and synthetic fuel and other roles and functions as foreseen under the ANP Decree-Law;

3.3 Prepare and organise file management on various important documents including but not limited to the Production Sharing Contract, Joint Operating Agreement, Sale Share Purchased Agreement, Bank Guarantee, multiclient Agreement, Confidential Agreement and other commercial related agreements;

3.4 Provide legal opinion to directorate of legal and commercial taxation issues, business registration and land and property matter related to petroleum and non-petroleum operations;

3.5 Research and prepare legal opinions on various legal commercial matters related to the petroleum, CCUS, hydrogen and synthetic fuel and other legal matters as mandated under the ANP Decree-Law;

3.6 Prepare written briefs and opinions on legal issues;

3.7 Draft and review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure ANP acting within its statutory power not ultra vires;

3.8 Update progress report of legal commercial activities to Manager Legal Commercial and Director Legal & Commercial, Management and Board of Directors;

3.9 Take a part in the preparation of all contracts to which the ANP is a party including Production Sharing Contract and staff employment contract;

3.10 Provide legal supports and/or opinions to Director of legal and commercial or other directorates when required;

3.11 Maintain strong links with Government Department in Timor-Leste;

3.12 Work and close coordination and cooperation with Manager Legal Commercial;

3.13 Involve in the investigation team for any problem occurs, when required;

3.14 Responsible for ensuring that any other duties and relevant tasks as directed by the direct supervisor and/or senior management are well implemented;

3.15 Any other duties as instructed by direct supervisor and/or management level.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

4.1.1 Timor-Leste nationality;

4.1.2 Bachelor Degree in Law;

4.1.3 Minimum five (5) years of working experience in law firm, private or public with legal knowledge among others on Business registration law, contract law, insurance law, private investment law, financial regulations, trading regulations, property law, intellectual property law and Taxation Law;

4.1.4 Ability to communicate fluently in English (written, reading, listening, speaking);

4.1.5 Proficient in the used of Microsoft Office (Words, Excel, Power Point, Outlook) and Windows Operating System;

4.1.6 Familiar with an online legal database such as Journal da Republica, OGEL and TDM;

4.1.7 Basic skill on Legal Administration (case management, writing up case report, assisting complain handling etc;

4.1.8 In undertaking his or her duty, shall ensure the Management of legal commercial issues encapsulate the following important aspect such as Commercial Awareness, Attention to details, research & analysis; resilience and self - confidence;

4.1.9 Demonstrate ability to coordinate multiple tasks and able to work under pressure and outside of office hours when required;

4.1.10 Capable of carrying out his/her professional job repeatedly well and meeting deadlines with less supervision;

4.1.11 Good understanding of issues and sensitivities in a multicultural working environment;

4.1.12 Demonstrated commitment to teamwork;

4.1.13 Administratively competent, including liaising with government agencies and industry;

4.1.14 Ability to resolve problematic issues;

4.1.15 Ability to lead small team members on certain group of discussion.

4.2 Desirable

4.2.1 Background knowledge in the petroleum industry;

4.2.2 Sound of knowledge of the Timor-Leste's Labor Law;

4.2.3 Ability to communicate in Portuguese and Bahasa Indonesia.