

	DIRECTOR	PD CODE: ANPM/PD/JPDA/001 APPROVED : G. DA SILVA CHECKED : E. DA COSTA & D. MARTINS ORIGINATOR: J. GONCALVES ISSUE DATE : 11 Mar 16
	POSITION DESCRIPTION	REVISION NO: 1 PAGE 1 OF 3
Position Title : Director - JPDA Location and Department : Dili, JPDA Directorate Reporting Relationships : President of ANPM Positions line reporting to : Refer to Organisation Chart No: ANPM		

1. ROLE SUMMARY

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor Leste's exclusive jurisdictional areas and in the JPDA in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation and distribution of petroleum, natural gas and mineral resources. The ANPM also tasked to regulate mineral operations activities in the territory of Timor Leste in accordance with the applicable legal frameworks.

The role of the JPDA director is to direct and cooperate with other operational directorates to ensure that the responsibility of the DA under the Timor Sea treaty is achieved by the ANPM effectively and efficiently.

2. KEY OBJECTIVS

- 2.1 Provide direction to achieve directorate's objective and ANPM's vision
- 2.2 Assure consistent communication, reporting of activities in the Joint Petroleum Development Area to the Timor Sea Treaty Joint Commission
- 2.3 Coordinate and Enhance inter-directorate collaboration for activities in the JPDA

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Develop and monitor directorates action plan;
- 3.2 Ensure the effective and efficient and administration of the Petroleum Mining Code, the Regulation for the Exploration and Exploitation of the Petroleum in the JPDA;
- 3.3 Make available the DA books and accounts to the Joint Commission for inspection and auditing, when requested;
- 3.4 Ensure expenditure of fees is made in accordance with estimates approved by Joint Commission;
- 3.5 Prepare and submit regular reports to the Joint Commission:
 - An annual estimate of income and expenditure of DA functions for approval;
 - Annual business planning and report to the Joint Commission.
 - The result of DA inspections and audits of contractors' books and accounts for approval;
 - An annual report for approval; and Other specific reports or information relating to the exercise of DA's power in accordance with the Timor Sea Treaty, as requested.
- 3.6 Keep the Joint Commission informed of:
 - Assessment of approvals of petroleum activities required under the administration of the Petroleum Mining Code and its regulations for the Exploration and Exploitation of Petroleum in the JPDA;
 - Planned and unplanned inspections of facilities in the JPDA;
 - Investigation of all accidents and any other circumstances that effect, or have the potential to affect, the environment, and health and safety of persons engaged in petroleum operations in the JPDA are reported in as time manner;
 - Performance of the DA functions against the approval budget for the JPDA; and,
 - The training and development of Timor-Leste nationals within DA and the monitoring of operators Timor-Leste content obligation;
 - Any other related duties as assigned by the President of ANPM.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Graduate qualification from recognized university in one of the following disciplines;
- International relationship
 - Communication management
 - Legal
 - Oil and Gas Management
- 4.1.2 At least 3 years experience in petroleum related areas with adequate management skills;
- 4.1.3 Timor-Leste National;
- 4.1.4 Experience in supervising and implementing organizational policies and procedures;
- 4.1.5 High degree of computer literacy;
- 4.1.6 Ability to communicate fluently and effectively in English (written, listening, reading and verbal);
- 4.1.7 Ability to communicate in at least Portuguese or Tetum (written and verbal);
- 4.1.8 Skills and experience in using Microsoft Office Suite and Lotus Notes.

4.2 Desirable

- 4.2.1 An understanding of the existing Australian and Timor-Leste regulatory framework for oil and gas.

