

	MANAGERS	PD CODE: ANPM/PD/M-LC/001 APPROVED : G. DA SILVA <i>[Signature]</i>
	POSITION DESCRIPTION	CHECKED : E. DA COSTA & D. MARTINS ORIGINATOR: J. GONCALVES <i>[Signature]</i> ISSUE DATE : 11 Mar 16
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<p>Position Title : Manager - Legal and Commercial</p> <p>Location and Department : Dili, Mineral Directorate</p> <p>Reporting Relationships : Vice President - Mineral</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p>		

1. ROLE SUMMARY

- 1.1 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 this position is to manage and coordinate department performance as well as to supervise and enforce legal and commercial to regulate the mining industries.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 Manage and Coordinate Department's performance effectively and efficiently;
- 2.2 Supervise and Ensure development, enforcement and relevancy of legal/commercial framework to regulate the industry.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES

- 3.1 Manage, supervise and monitor performance of Legal and Commercial staffs;
- 3.2 Manage Legal and Commercial affairs;
- 3.3 Plan and Develop Legal and Commercial instruments to manage Mineral Operations;
- 3.4 Ensure consistency of approach in regulating mineral sector;
- 3.5 Ensure the use of Timor Leste goods and services and adequate training and employment of Timor-Leste nationals in mineral operations;
- 3.6 Assess and Provide legal and commercial recommendations in contract negotiations;
- 3.7 Plan and ensure consistent implementation of department's program and Budget
- 3.8 Provide Mentor/Coaching assistance to Legal and Commercial staffs
- 3.9 Perform reasonable other tasks as required by the ANPM Senior Management.

4. QUALIFICATION AND EXPERIENCE REQUIRED

4.1 Essential:

- 4.1.1 Master Degree in Legal and Resources Management;
- 4.1.2 Minimum 2-3 years working experience in the area required;
- 4.1.3 Timor-Leste National;
- 4.1.4 Demonstrated commitment to teamwork;
- 4.1.5 Ability to work and communicate effectively with multi-disciplinary and multi-cultural teams;
- 4.1.6 An understanding of the existing mineral related regulatory frameworks;
- 4.1.7 A high level self motivation, ability to prioritise work and meet deadlines;
- 4.1.8 Strong team player – able to work with team as well as independently;
- 4.1.9 Proficient in the use of the various computer programs such as MS Words, Excel and Power Point.

4.2 Desirable,

- 4.1.10 Ability to communicate in Portuguese, Tetum and/or Bahasa (written and verbal),
- 4.1.11 Working knowledge and experience in Mining Industries,