

	OFFICERS	PD CODE: ANPM/PD/JPDA/ADM/002 APPROVED : G. DA SILVA
	POSITION DESCRIPTION	CHECKED : E. DA COSTA & D. MARTINS ORIGINATOR: J. GONCALVES ISSUE DATE : 11 Mar 16
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Position Title : JPDA Administration Officer Location and Department : Dili, JPDA Directorate Reporting Relationships : Director - JPDA Positions line reporting to : Refer to Organisation Chart No: ANPM		

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.

This position is required to support and enhances effectiveness by providing administration support.

2. KEY OBJECTIVS

- 2.1 Provide support for the administration of the Timor Sea Treaty under supervision of the JPDA Director;
- 2.2 Manage department's system for effective and efficient administration of the Timor Sea Treaty;
- 2.3 Ensure effective communication and liaison with key stakeholders;
- 2.4 Supervise admin assistant in performing overall administration support.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Produce high quality and efficient documents including meeting minutes, reports, graphic/presentation slides and briefing papers;
- 3.2 Manage the workflow of briefings, correspondence and requests for information to the JPDA Director in line with priorities established by the JPDA Director, monitor important issues, and follow up action when required;
- 3.3 Maintain confidentiality and observe information protection and associated protocols where appropriate;
- 3.4 Work with information technology and associated systems in accordance with the ANP Policies;
- 3.5 Regularly review and enhance the administration department's system and procedures to manage the administration of the Timor Sea Treaty in effective and efficient manner;
- 3.6 Promote clear and effective communication with key stakeholders;
- 3.7 Supervise the work of subordinate to achieve the objective of the department's goal;
- 3.8 Carry out any other reasonable duties and responsibilities within the overall function, proportional with the level of responsibilities of the post;

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

4.1.1 Qualifications

A person holding Bachelor degree in one of the following area may consider applying for this position;

- International relations
- Communication management
- Administration

4.1.2 The knowledge, skills and personal attributes required for satisfactory job performance

Knowledge

- An understanding of the Timor Sea Treaty and the Joint Petroleum Development Area
- Basic understanding of Oil and Gas industry
- Human Resource Management
- Communicates with influence

Skills

- Effective verbal, listening and writing communication skills of using English
- Teamwork skills
- Communicates with influence skills
- Supervisory skills
- Proficient in the use of Microsoft Office, and Lotus Notes
- Typing skills of 40 words per minute
- Portuguese language skills (desirable)

Experience

At least 1year working experience in providing effective administrative related work in English speaking environment.

Personal Attributes

- maintain standards of conduct
- be respectful
- be flexible
- demonstrate sound work ethics
- be consistent and fair

4.1.3 Candidate must be Timor-Leste Citizen.