

	OFFICER	PD CODE: ANP/PD/COM/002
		APPROVED : G. DA SILVA
	POSITION  DESCRIPTION	CHECKED: E. Da Costa
		ORIGINATOR: A. Lay
		ISSUE DATE : 25 JAN 16
		REVISION NO: 2
<p><b>Position Title</b> : Petroleum Economics Analyst</p> <p><b>Location and Department</b> : Dili</p> <p><b>Reporting Relationships</b> : Refer to Organisation Chart No: ANP</p> <p><b>Position line reports to</b> : Director - Commercial</p> <p><b>Positions line reporting to it</b> : Refer to Organisation Chart of ANP</p>		

## 1. ROLE SUMMARY

- 1.1 The National Petroleum Authority/ Autoridade Nacional do Petróleo (ANP) is the Timor Leste public institution responsible for managing and regulating petroleum activities in Timor Leste and in the Joint Petroleum Development Area - JPDA in accordance with the Decree Law of its establishment, the Timor-Leste Petroleum Activities Law and the Timor Sea Treaty. The ANP is to establish and supervise 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;

## 2. KEY OBJECTIVES

- 2.1 Provide analytical support in relation to project economics to the Director- – Commercial.
- 2.2 Assist the Commercial and Economics department under the direction of Commercial Director.
- 2.3 Take on increasing responsibility for commercial and economics function within the ANP.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Prepare and analyse complex economic models of petroleum developments within the JPDA and Timor-Leste Exclusive Area;
- 3.2 Assist with the monitoring of Operator's project activities in both jurisdictions;
- 3.3 Assist with the supervision of all financial activities associated with Acreage Release, Contract Awards, Annual Work Programs and Budgets, Development Plans, Production Facilities, Contract Variations / Terminations and Acreage Relinquishment;
- 3.4 Through in-house training, gain a comprehensive understanding and achieve proficiency in the use of computer based accounting software;
- 3.5 Supervise the DA's financial systems and streamline financial processes and controls for the ANP including monitoring ANP activities to ensure compliance with internal standards;
- 3.6 Establish positive working relationships with all employees in ANP to support operations of the ANP and to encourage professionalism, cooperation and effective communication;
- 3.7 Establish effective working relationships with relevant Australian and Timor-Leste statutory authorities;
- 3.8 Prepare routine and special financial reports as required;
- 3.9 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 university degree in finance, economics or accounting;
- 4.1.2 At least 2 years working experience in a related discipline;
- 4.1.3 Timor-Leste national;
- 4.1.4 Fluent in English (writing, speaking, listening, and Reading) and Tetum;
- 4.1.5 High degree of computer literacy in MS Office preferable in MS Excel program.
- 4.1.6 The ability to liaise effectively with multi-jurisdictional government agencies and industry;
- 4.1.7 A high degree of self-motivation, ability to prioritise work and achieve set targets.
- 4.1.8 Demonstrated commitment to teamwork;
- 4.1.9 Willingness to undergo ongoing training in Project economics, risk analysis, and project modelling and professional workplace development with industry.

##### **4.2 Desirable**

- 4.2.1 Postgraduate qualifications in economics, finance or accounting;
- 4.2.2 Knowledge of Corporate Finance and Investment and Project Modelling;
- 4.2.3 Ability to communicate in Portuguese (verbal and written);
- 4.2.4 Some experience of the upstream petroleum industry.

