

	OFFICERS	PD CODE: ANPM/PD/D&P/004
		APPROVED : G. DA SILVA
	POSITION DESCRIPTION	CHECKED: E. DA COSTA
		ORIGINATOR: E. PINTO
		ISSUE DATE : 1 JUL 17
		REVISION NO: 2
<p>Position Title : Subsurface Officer</p> <p>Location and Department : Dili</p> <p>Reporting Relationships : Refer to Organisation Chart No: ANPM</p> <p>Position line reports to : Manager – Drilling and Production</p> <p>Positions line reporting to it : Refer to Organisation Chart of ANPM</p>		

1. ROLE SUMMARY

- 1.1 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 jurisdiction 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 regulations 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.

2. KEY OBJECTIVES

- 2.1 Manage sub surface information in order to maintain an oversight of proposed, planned and ongoing reservoir management activities undertaken by contractors;
- 2.2 Participate in ongoing training activities to increase knowledge and skills in the petroleum industry in order to gradually assume increasing responsibilities.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Collect and maintain subsurface information and disseminate to the relevant stakeholders as directed by the Manager - Drilling and Production;
- 3.2 Participate and contribute in the assessment of proposed field development plan from the reservoir engineering and management perspective;
- 3.3 Contribute to the development of procedures/guidelines for operators on the subsurface information required by ANPM for the purpose of monitoring field reservoir performance;
- 3.4 Undertake visits to offshore operations for analysis and quality control of data acquisition and for training purposes;
- 3.5 Work closely with supervisors and undertake agreed training courses and exercises related to reservoir engineering and related ANPM activities;
- 3.6 Develop and maintain accessible and comprehensive internal subsurface database;
- 3.7 Generate routine and special reports on subsurface, and co-ordinate the dissemination of reports and other technical information to relevant stakeholders;
- 3.8 Support Manager - Drilling and Production in liaison with operators on proposed, planned and ongoing well operations and other related subsurface activities;
- 3.9 Undertake research in relation to petroleum operations as requested by the Manager - Drilling and Production;
- 3.10 Participate in project teams on ANPM internal work or special projects involving operators and/or external contractors;
- 3.11 Any other related duties as directed by the supervisor and/or senior management.



4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Tertiary qualifications in engineering, preferably Petroleum Engineering.
- 4.1.2 Ability to communicate fluently in English, (written and verbal).
- 4.1.3 Timor-Leste Nationality.
- 4.1.4 Demonstrate commitment to teamwork.
- 4.1.5 Ability to work and communicate effectively with operators by contributing to multi-disciplinary and multi-cultural teams.
- 4.1.6 An understanding of the existing petroleum regulatory frameworks.
- 4.1.7 Commitment to the implementation of approved procedures, oilfield industry standards and regulations.
- 4.1.8 Working knowledge and experience in the use of Petroleum and/or Reservoir Engineering software applications (Petrel - RE, Eclipse, PETEX package, OFM, Avocet, etc);

4.2 Desirable

- 4.2.1 Proficient in the use of the Microsoft Office and Lotus Notes computer packages.
- 4.2.2 Ability to communicate in Portuguese, Tetum and/or Bahasa (written and verbal);
- 4.2.3 A high degree of self motivation, ability to prioritise work and set targets;
- 4.2.4 A basic interest and knowledge of Health, Safety and Environmental issues;