

TIMOR GAP, PSC 11-106, UNIPESSOAL LIMITADA	COORDINATOR
	JOB DESCRIPTION
Position Title	: Business Support Coordinator
Location and Department	: Dili
Reporting Relationships	: Refer to Organisation Chart of TIMOR GAP PSC 11-106 Unipessoal Limitada
Position line reports to	: Managing Director of TIMOR GAP PSC 11-106 Unipessoal Limitada
Positions line reporting to it	: Refer to Organisation Chart of TIMOR GAP PSC 11-106 Unipessoal Limitada

1. ROLE SUMMARY

Responsible for providing business support services, a comprehensive range of administrative support to Managing Director, Board of Directors Members, Technical & Financial Team of TIMOR GAP PSC 11-106 Unipessoal Limitada, with day-to-day operational functions of the Company. The Business Support Officer will work and report directly to the Managing Director of TIMOR GAP PSC 11-106 Unipessoal Limitada. To ensure the efficient & smooth running all of the office functions and, support the development and day-to-day running of projects with a good coordination between the Technical & Finance Team and other stakeholders.

2. KEY OBJECTIVES

- 2.1. Provide business support to the Managing Director and Board of Director Members of TIMOR GAP PSC 11-106, Unipessoal Limitada including managing information, scheduling meetings, minuting, preparing papers, drafting correspondence and data management.
- 2.2. Assist the Managing Director in maintaining and updating project activities by collating information from all the respective teams, including technical and financial.
- 2.3. Assist the Managing Director to prepare Work Program & Budget for TIMOR GAP PSC 11-106 Unipessoal Limitada.
- 2.4. Prepare periodic reports relating to TIMOR GAP PSC 11-106 Unipessoal Limitada as required by the Managing Directors and Senior Management.

3. PRINCIPAL RESPONSIBILITIES

- 3.1. Overall support in technical, financial and commercial functions, including operational support in the day to day activities for TIMOR GAP, PSC 11-106, UNIPESSOAL LIMITADA.
- 3.2. Assist the Managing Director in preparing presentations and reports as well as other required documents related to TIMOR GAP PSC 11-106 Unipessoal Limitada and PSC JPDA 11-106 Projects for the Board of Directors Meetings and the Parent Company.
- 3.3. Assist the Managing Director in drafting Work Program and Budget for BOD approval and subsequently monitor its execution/implementation and regularly update its progress to Managing Director and/or BOD.
- 3.4. File and maintain technical reports from the Operator of PSC JPDA 11-106 including TCM/OCM presentations and reports; Assist managing Director in preparing Work Program and Budget for project PSC JPDA 11-106; Attend meetings as required and prepare minutes of meetings for the approval of Managing Director or as required; schedule and arrange periodic meetings for Board of Directors.
- 3.5. Maintain correspondence register; maintaining copies of invoices, purchase orders and expense reports for PSC 11-106 project through close coordination with the Finance Unit Staff and Project Finance Officer of EP&SBU.
- 3.6. Joint Venture Management and ensure healthy business relationship with all stake holders.

- 3.7. Liaise with technical team members and update periodic reports, data management and operations management.
- 3.8. Liaise with legal and commercial team members to ensure any business activities of the Company are in line with objectives of parent company.
- 3.9. Assist the Managing Director in diary management, including scheduling meetings, minuting, preparing papers and other logistic supports, and travel schedules.

4. AUTHORITY

- 4.1. Prepare, record & maintain PSC JPDA Project timesheet.
- 4.2. Schedule periodic meetings for the Board of Directors Meeting.

5. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

Essential:

Degree in Petroleum Engineering, Reservoir Engineering or Production and Facility Engineering and/or Master Degree in Energy Management & Environment in oil and gas industry. Applicant must have minimum two years' experience in working in related Oil and Gas operations in Timor-Leste, Joint Petroleum Development Area or Timor Sea Region. Previous experience in business support coordinator roles, office manager or other related works; good experience in using MS-Office; Ability to communicate in English and Tetum, verbal and written; ability to demonstrate a high level of confidentiality and business ethics; possess a high degree of self-motivation, eagerness to learn and attentive to details; ability to perform multiple workloads with minimal direction and supervision.

Desirable:

Working knowledge of database and filing systems in the oil and gas industry; experience in Oil and Gas operations with knowledge of Production Sharing contracts; basic finance and accounting skills; ability to use and or operate all key oil & gas software such as Petrel, Eclipse, Interactive Petrophysics. Ability to translate from English to Tetum and vice versa, and ability to communicate in Portuguese and Bahasa Indonesia.