



VACANCY ANNOUNCEMENT

**TIMOR GAP, PSC 11-106,
UNIPESSOAL LIMITADA**
A company of TIMOR GAP, E.P.

A. SUMMARY

TIMOR GAP, PSC 11-106, UNIPESSOAL LIMITADA is a Subsidiary of TIMOR GAP, E.P. The object of the Company is exclusively the acquisition and exercise of respective rights arising from ownership of a participating interest in the Production Sharing Contract regarding Block 11-106 in the Joint Petroleum Development Area (JPDA) established by the Timor Sea Treaty, including the exploration and production of crude oil and natural gas, and respective sale.

TIMOR GAP, PSC 11-106, UNIPESSOAL LIMITADA is seeking for a suitable candidate for the role of **Business Support Coordinator**. The selected candidate will be given good opportunity to progress their technical, financial/commercial and administrative skills.

B. POSITION SOUGHT

Business Support Coordinator

This position reports to the Managing Director of TIMOR GAP PSC 11-106, UNIPESSOAL LIMITADA

Key Objectives:

- Providing business support to the Managing Director and Board of Director Members of TIMOR GAP PSC 11-106, Unipessoal Limitada.
- Carry out technical, financial/commercial and admin support for TIMOR GAP, PSC 11-106, UNIPESSOAL LIMITADA.

Main Responsibilities:

- 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.
- 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.
- 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.
- 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.
- 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.
- Joint Venture Management and ensure healthy business relationship with all stake holders.
- Liaise with technical team members and update periodic reports, data management and operations management.

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

Qualifications and other requirements:

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.

HOW TO APPLY: Please submit your complete application with attached cover letter and the latest Resume along with self-attested copies of all credentials including Degree Certificate in a sealed envelope and indicate the position you are applying for, on the upper right corner of the envelope to the following address:

TIMOR GAP, PSC 11-106, Unipessoal Limitada, a Company of TIMOR GAP, E.P.

CBD2 Building, Level 3, Timor Plaza complex, Rua Presidente Nicolao Lobato,

Comoro, Dili, Timor-Leste.

Or email to tgpsc11-106@timorgap.com

Interested applicants can send their enquiries regarding this position to the email above.

For detailed Job Descriptions please email the above address or visit our Website: www.timorgap.com.
Deadline for Application Submission: **11th October 2016, 17:30 hours Timor-Leste time** (late submission will NOT be considered).