

TG-HR-JD-Form No. 011

JOB DESCRIPTION

Employee's Name		
Job Title/Position:	National GRSE Advisor	
Appointment by:	Vice President for Government Relations and Stakeholder Engagement	Term: 3 years
Employment Contract type:	Fixed-Term	

Current Job Grade	N/A
Current Team/Dept/Unit	Government Relations & Stakeholder Engagement
Reporting to	Vice President for Government Relations & Stakeholder Engagement
Sub-ordinate Lines	N/A
Qualification and Training or Experiences	Hold a Master's degree in International Business Management, Communication, Public Relations, Petroleum Engineering, or a related field, with a minimum of seven years of extensive experience in a senior management role.
Knowledge and Skill (Competences)	Skills: <ul style="list-style-type: none"> Highly competent in the technical aspects of the oil and gas sector, with proven expertise across the upstream, midstream, and downstream segments, including exploration and production, transportation and storage, as

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	<p>well as refining and distribution.</p> <ul style="list-style-type: none"> • Proven experience of liaising with Government institutions, stakeholders, and investors. Administratively competent, with proven ability to liaise effectively with internal and external stakeholders, including government institutions, potential partners, investors, and local communities. • Strong analytical and problem-solving skills with the ability to anticipate and mitigate risks related to government relations and stakeholder engagement. • Good understanding of sensitivity in a multi-cultural working environment. • Ability to prioritize, coordinate, and manage multiple tasks in an effective manner. • Excellent verbal and written communication skills, with the ability to produce high-quality reports, briefing notes, and presentations for both internal and external audiences. • Ability to work collaboratively in a fast-paced and dynamic environment. • A high degree of self-motivation, eagerness to train/coach others and attentiveness to details. • Familiarity with the latest trends in communication, proficiency in digital tools and platforms for stakeholder management, including social media. • Strategic thinking with a strong ability to balance long-term goals with immediate operational needs. <p>Key Competencies:</p> <ul style="list-style-type: none"> • Ability to see and anticipate future challenges and opportunities and align actions with long-term organizational objectives. • Ability to establish and maintain strong, trust-based relationships with stakeholders, including government officials, community leaders, industry partners, and internal teams. • Ability to gather, interpret, and evaluate complex information from various sources to support sound decision-making. • Ability to think strategically and generate new ideas, approaches, or solutions to complex problems, and continuously seeks opportunities to improve processes, enhance stakeholder engagement, and drive positive change
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	<p>through innovative thinking.</p> <ul style="list-style-type: none"> • Demonstrates the ability and flexibility to adjust to changing circumstances, priorities, and expectations. • Understanding of ASEAN, with a particular focus on ASEAN energy policy frameworks and initiative. • Good understanding of Timor Leste Petroleum Activities Law, Investment Law, Regulatory reporting and compliance, and knowledge of taxation law. • Have a good understanding of the Petroleum Industry and be able to articulate the aspirations of stakeholders especially the Government, potential partners, investors, and community. • Familiar with Microsoft Office applications such as Word, Excel, PowerPoint, and Project. • Knowledge of Procurement and Contract Management. • Superior communication and presentation skills. • Visible leadership skills within challenging environments. • Detail-oriented and capable of delivering a high level of accuracy.
Personal Attributes/quality	Excellent interpersonal and relationship-building skills, strong analytical and problem-solving abilities, high level of professionalism and discretion, ability to work under pressure and manage multiple priorities, proactive and results-oriented mindset.

1. Role:

National GRSE Advisor

The National GRSE Advisor primarily serves as an advisor to the Government Relations and Stakeholder Engagement (GRSE) Unit. This role involves providing high-level advice to the GRSE Unit and TIMOR GAP's management on matters related to the company's engagement with the government, as well as with internal and external stakeholders, including potential partners and investors.

2. Responsibilities:

2.1 Key responsibilities:

- Provide advice on government policies, regulations, and legislative developments impacting TIMOR GAP.

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- Develop and implement strategies to strengthen TIMOR GAP's engagement with government institutions and regulatory bodies.
- Represent TIMOR GAP in government-related discussions, consultations, and working groups.
- Monitor and assess political, economic, and regulatory developments to identify potential risks and opportunities for TIMOR GAP.
- Build and maintain strong relationships with key stakeholders, including government officials, industry leaders, community representatives, and international partners.
- Advise on effective stakeholder communication strategies to enhance TIMOR GAP's reputation and credibility.
- Facilitate high-level engagements, meetings, and negotiations between TIMOR GAP and external stakeholders.
- Develop engagement strategies to address stakeholder concerns and foster collaboration on energy sector initiatives.
- Provide strategic direction on public relations and media engagement to ensure TIMOR GAP's messaging is aligned with its corporate objectives.
- Provide advice on the development of corporate communication materials, including speeches, reports, and public statements.
- Guide the development and implementation of CSR programs that align with national priorities and stakeholder expectations.
- Advise on community engagement strategies to ensure sustainable and impactful CSR initiatives.
- If necessary, representing GRSE unit in discussions on social responsibility, corporate sustainability, and community development.
- Contributes to the development of TIMOR GAP's strategic plans by integrating insights from government relations and stakeholder engagement.
- Strengthening communication channels between TIMOR GAP and relevant stakeholders to enhance collaboration.
- Develop and formalize GRSE internal policies and procedures to govern the operations of the GRSE unit.
- Ensure that the GRSE's policies align with TIMOR GAP's broader corporate governance structure and strategic objectives.
- Provide insights, data, and strategic recommendations related to the GRSE unit's activities.
- Assist the Vice President of GRSE and other alternate representatives in all matters related to TIMORGAP's participation in the ASEAN Council on Petroleum (ASCOPE).

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- Manage TIMOR GAP's Annual Report, including collecting data and information from other units, compiling content, and overseeing report design and production.
- Provide advice on compliance with EITI (Extractive Industries Transparency Initiative) reporting requirements, ensuring accurate and timely submission of necessary report.
- Provide technical advice to the Vice President of GRSE regarding TIMOR GAP's onshore and offshore blocks.
- Serve as a key advisor to GRSE and TIMOR GAP leadership on all matters related to Government Relations and Stakeholder Engagement.

2.2 Principal Regular Tasks

- Draft talking points, presentations, and briefing notes for the Vice President and other TIMOR GAP management for both internal and external use.
- Contribute to reporting requirements, including internal updates and external stakeholder engagement reports.
- Provide advice on stakeholder engagement events, consultations, and outreach programs' plan and implementation.
- Provide advice on stakeholder maps and engagement plans to guide proactive communication.
- Provide regular advice on matters related to Corporate Social Responsibility (CSR) activities, including the development, implementation, and monitoring of CSR strategies, ensuring alignment with TIMOR GAP's business goals and community engagement objectives.
- Provide regular advice on public relations and media activities, including the development of communication strategies, media outreach, and reputation management.
- Provide guidance and strategic advice on community liaison activities, ensuring effective communication and relationship-building between TIMOR GAP and local communities.
- Review and provide advice on all publications, including text, photos, and multimedia content, across various platforms such as television, newspapers, social media, and online channels.
- Provide advice on the planning and management of the GRSE work program and budget.

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2.3 Other Tasks

- Carry out additional tasks and responsibilities as assigned by the Vice President of GRSE and TIMOR GAP's management team, which may include providing support for special projects, assisting with cross-departmental initiatives, preparing reports or presentations, and addressing emerging needs related to government relations, stakeholder engagement, and corporate communications.

3. Authority:

Not applicable.

4. Accountability:

- Accountable for delivering a high-quality TIMOR GAP annual report and consistently meeting submission deadlines to the Council of Ministers and the Chamber of Accounts
- Accountable for providing accurate, timely, and strategic advice to the Vice President of GRSE on all matters related to GRSE work programs and activities, to support informed decision-making and ensure alignment with TIMOR GAP objectives.
- Accountable for providing strategic and well-informed advice to the Vice President of GRSE on ASEAN energy policies and key energy-related issues discussed within the ASEAN Council on Petroleum (ASCOPE), ensuring alignment with national interests and regional cooperation objectives.

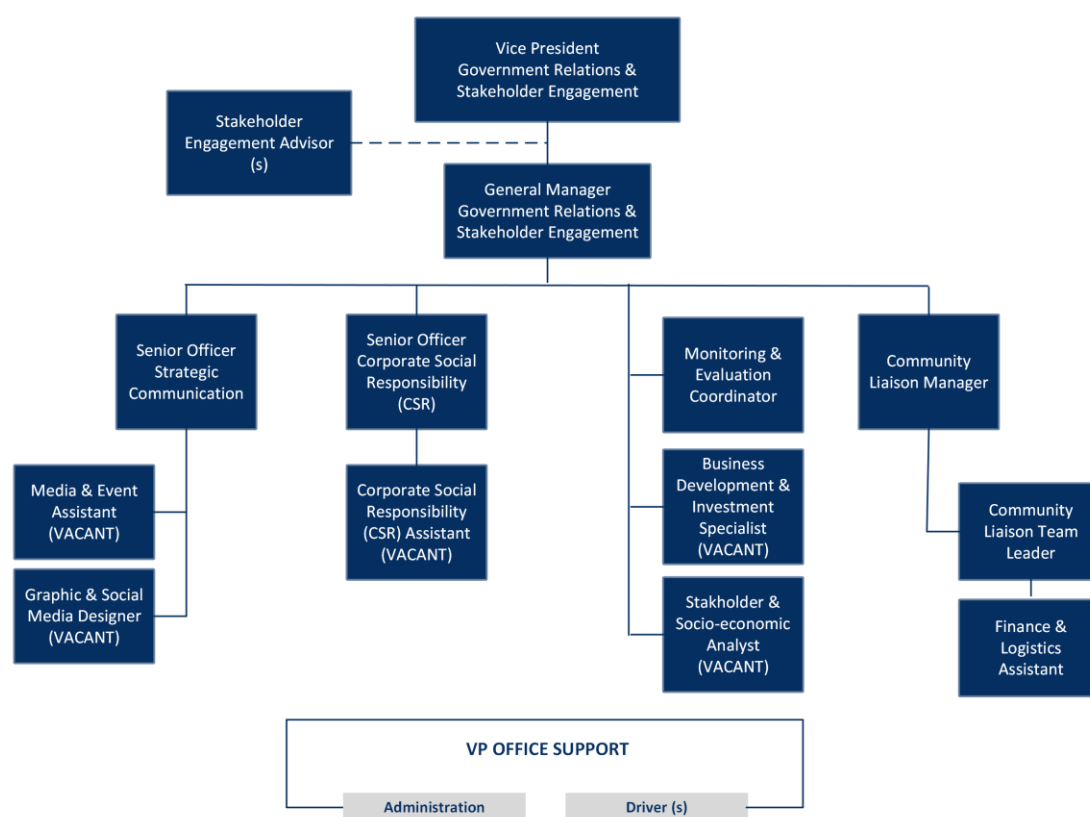
5. Organizational Structure:

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TIMOR GAP, E.P. ORGANIZATIONAL STRUCTURE
OFFICE OF VICE PRESIDENT FOR GOVERNMENT RELATIONS AND STAKEHOLDER ENGAGEMENT



6. Key Performance Indicators (KPIs):

Objectives 1.			
Intervention/Activity	Target Outcome	Baseline	Basis of verifying it
1.			
2.			
Objectives 2.			
1.			
2.			
Objectives 3.			

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1.			
2.			
Objectives 4.			
1.			
Objectives 5.			
1.			

The information contained in this job description is a true and accurate reflection of the job as per the date specified.

Direct Supervisor :

Name:.....
.....

Role/Job Title/Position:

Signature:..... Date:

Job Holder:

Name:.....
.....

Role/Job Title/Position:

Signature:..... Date:

Verified and Approved by the Head of the Unit:

Name:.....
.....

Role/Job Title/Position:

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Signature:..... Date:

1. Name of the position of the office holder,
2. Position The position of the office holder,
3. Superior Position holder,
- 4, Subordinate Position Holder,
- 5, Cropping the Organizational structure 3 tiers ,
Superior, P{resent position & Sub ordinate
6. Main tasks
- 7.Coordination

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