

## JOB DESCRIPTION

Employee's Name		
Job Title/Position:	Health, Safety and Environment Officer for the TIMOR GAP Pualaca Block, U.L.	
Appointment by:		Term: 1 year (can be renewed based on company needs)
Employment Contract type:	Fixed Term Contract	

Current Job Grade	
Current Team/Dept/Unit	Exploration Team
Reporting to	Project Manager of TIMOR GAP Pualaca Block, U.L.
Sub-ordinate Lines	
Qualification and Training or Experiences	Bachelor's degree in environmental science, Occupational Health & Safety, Engineering, or related field experience in relevant area with up to 3 years work experience, OR Minimum work experience of 5 years in this similar area and/or similar Institutions.
Knowledge and Skill (Competences)	<ul style="list-style-type: none"> <li>• General understanding of Oil and Gas Industry</li> <li>• Knowledge of the tools and method utilized in Health, Safety and Environmental Management System (HSEMS) in the Oil and Gas sector</li> <li>• Strong understanding of HSE laws and regulations</li> <li>• Excellent risk assessment and problem-solving skills</li> <li>• Ability to work in remote and challenging environments</li> <li>• Proficiency in incident reporting tools and MS Office</li> <li>• Good command of Tetum and Portugues as TL's official language and ability to communicate in English and Indonesian as TL's</li> </ul>

Initials: .....

NB:

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.

	<p>working language would be advantageous.</p> <p><b>Communications skills:</b></p> <ul style="list-style-type: none"> <li>• Verbal: Good and effective.</li> <li>• Written: Good and efficient.</li> <li>• Ability to work in a multi-disciplinary team.</li> <li>• Ability to write and present technical reports.</li> <li>• Ability to present complex data to non-technical audiences.</li> </ul> <p><b>Leadership &amp; Management Skills:</b></p> <ul style="list-style-type: none"> <li>• Able to coordinate tasks within a team.</li> <li>• Able to manage tasks effectively and work independently.</li> <li>• Able to achieve targeted objectives effectively and efficiently.</li> </ul> <p><b>Work Conditions:</b></p> <ul style="list-style-type: none"> <li>• Office and Field-based role requiring frequent travel to remote exploration sites.</li> <li>• Exposure to hazardous environments, requiring strict PPE compliance.</li> <li>• 24/7 availability for emergency response situations.</li> </ul>
Personal Attributes/quality	<p>Attention to detail and accuracy, problem-solving skills and strong analytical.</p> <p>Ability to work under pressure, responsible, honest, assertive and highly cooperative, trustworthy and proactive.</p>

Initials: .....

**NB:**

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.

## **1. Role:**

A Health, Safety and Environment Officer (HSE) ensures that all exploration activities are conducted in compliance with applicable safety, health, and environmental regulations. He / She is responsible for implementing and monitoring HSE policies, conducting risk assessments, overseeing safety training and drills, and ensuring the proper use of personal protective equipment (PPE). The HSE Officer also investigates incidents, promotes safety culture, and works closely with TGPB exploration team and sub-contractors to minimize environmental impact and ensure the well-being of all personnel during field operations.

## **2. Responsibilities**

### **2.1 Key responsibilities:**

- Implement and maintain Health, Safety and Environmental Management System (HSEMS)
- Implement HSEMS policies and procedures in all activities and processes involved
- Implement HSE work plan in a timely manner
- Prepare and review HSE related documents
- Perform audit, inspection and monitoring as per HSE processes
- Participating in External audit for HSEMS
- Prepare and produce HSE related reports
- Report on progress of work to Project Manager on a regular basis
- Coordinate with ANP for HSE assessment, reporting and approvals.
- Carry out any other duties as directed by the Project Manager and/or Managing Director of TGPB.

### **2.2 Principal Regular Tasks**

- Implement and maintain HSEMS
- Organize safety drills, including fire, emergency response, and oil spill containment exercises.
- Promote a proactive safety culture through toolbox talks, safety meetings, and workshops.
- Conduct routine HSE inspections and audits at exploration sites, ensuring compliance with safety standards.

*Initials: .....*

**NB:**

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.

- Implement corrective and preventive actions based on audit findings.
- Collaborate with field teams to ensure safe work practices.
- Ensure compliance with environmental regulations regarding waste management, emissions control, and spill response.
- Monitor Environmental Impact Assessments (EIA) and implement mitigation measures.
- Develop and implement emergency response plans for exploration activities.
- Coordinate with emergency response teams and external agencies during incidents.
- Develop and conduct HSE training programs for employees and contractors.
- Ensure all personnel are trained in emergency procedures.
- Review and recommend improvements for HSE processes
- Perform regular audit, monitoring and inspection or HSEMS
- Participating in external audit for HSEMS
- Prepare HSE Objective, target and program as per HSE work plan
- Prepare and review HSE related documents as needed
- Prepare and produce HSE performance reports
- Prepare and produce HSE quarter and annual report
- Participate in a work meeting representing TGPB in HSE related
- Conduct risk assessments and Job Safety Analyses (JSA) for exploration activities, including seismic surveys, drilling, and well testing.
- Identify hazards and implement mitigation measures to minimize risks.
- Lead investigations into incidents, near misses, and accidents, ensuring root cause analysis and corrective actions.
- Any other related tasks as requested by superior.

### 2.3 Other Tasks

In addition to the above regular principal tasks, the following are part of the duties of the HSE Officer.

- Ensure the attendance to work every morning for strictly following TGPB Office procedures, time rule, and note the absence and report to Project Manager and TGPB Managing Director.

Initials: .....

NB:

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.

- Recording any daily or regular relevant tasks performed by the team for future references and inclusions in Job Descriptions/procedures.
- Recording any daily or regular relevant tasks performed by the team for future references and inclusions in Job Descriptions/procedures.

**3. Authority:**

Approved Job Safety Analyses (JSA) for exploration activities.

**4. Accountability:**

- HSE quarter and annual report
- Regular report to Project Manager
- HSE performance report
- HSE related documentation
- HSE audit, inspection and monitoring report
- Workshop and socialization of HSE
- HSE Assets Maintenance
- HSE inspection.

**5. Key Performance Indicators (KPIs):**

Objectives1. <b>H&amp;SMS is fully complied with all TGPB Activities and Process</b>			
<i>Intervention/Activity</i>	<i>Target Outcome</i>	<i>Baseline</i>	<i>Basis of verifying it</i>
1. Site Inspections & Audits	100%	TGPB's HSE work plan	Site Inspections & Audits Reports
2. HSE Compliance & Regulatory Adherence	100%	HSE Approval Document	Inspections and Monitoring Reports
3. HSE Training & Awareness	100%	HSE Approval Document and Project Execution Plan	Certificate and HSE Regular Report

Initials: .....

NB:

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.

Objectives 2.			
Regular reporting to the higher authority is well documented			
1. Preparing and submission of HSE performance report	100 %	Performance Monitoring, Measurement and Reporting Procedure TG-QHSE-IMS-P-010	HSE performance report
2. Preparing and submission of HSE quarterly report	100%	Performance Monitoring, Measurement and Reporting Procedure TG-QHSE-IMS-P-010	HSE quarterly report
3. Preparing and submission of regular day-to-day activity reporting to Project Manager	100%	Performance Monitoring, Measurement and Reporting Procedure TG-QHSE-IMS-P-010	Regular day-to-day activity report
Objectives 3.			
QMS and EMS is continually improved			
Provides input for Management Review for HSEMS	100%.	Integrated Management System Review, TG-QHSE-IMS-P-013	To ensure that HSEMS is continually improved to contribute to the effectiveness of TGPB's works
Compiling data for Integrated	100%	Performance	To ensure that all

Initials: .....

NB:

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.

Management System Review for HSEMS		Monitoring, Measurement and Reporting Procedure TG-QHSE-IMS-P-010	issues and concerns related to HSEMS is well documented and discussed and mitigated
Perform internal audit to all TGPB's directorate and department	100%	Internal Audits and Assurance, TG – QHSE-IMS-P-011	Ensure that HSEMS is well
Close out all findings from external audit to TGPB's HSEMS	100%	Integrated Management System Review, TG-QHSE-IMS-P-013	Ensure that HSEMS is improved for the effectiveness of TGPB's works
<b>Objectives 4.</b> <b>All TIMOR GAP, E.P.'s internal regulations and policies are obliged</b>			
Adhere to TIMOR GAP's working hours	100%	HR Policy and Regulation	To ensure work efficiency
No record of conduct of breath of any rules	100%	TIMORGAP's Policy and Regulation	To ensure work efficiency
Perform assigned work with quality and in timely manner	100%	TIMORGAP's Policy and Regulation	To ensure achievement of department objectives
<b>Objectives 5.</b> <b>Ensure the successful implementation of Q &amp; E work plan</b>			
Prepare annually comprehensive and clear HSE objective, target and program	100%	IMS QHSE Planning TG-QHSE-IMS-P-005	To ensure achievement of department work plan
Perform review of work progress	100%	Integrated	To ensure

Initials: .....

NB:

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.

		Management System Review, TG-QHSE-IMS-P-013	successful implementation of department work plan
Identify any non-conformance and suggest mitigation	100%	Non-Conformance, Corrective Action and Preventive Action TG-QHSE-IMS-P-012	To ensure any non-conformance is recorded and mitigated
<b>Objective 6.</b> <b>Ensure personal development and improvement of professional skills and knowledge</b>			
Present self-assessment of areas/aspect that a person requires for improvement	100%	People Organization Competence and Training TG-QHSE-IMS-P-006	To ensure delivery of quality work to all activities and processes in TIMORGAP
Search, identify and do learning of material/topic pivotal to personal professional development through self-learning	100%	People Organization Competence and Training TG-QHSE-IMS-P-006	To do self-assurance of well-equipped knowledge and skills needed to effectively deliver the assigned job
Deliver presentation of the gained skills and knowledge through self-learning	100%	People Organization Competence and Training TG-QHSE-IMS-P-006	To ensure that skills and knowledge necessary to deliver the assigned jobs are fully obtained,

Initials: .....

NB:

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.



			hence, to be able to deliver good quality work to all activities and processes in TIMORGAP
Present learning session for topic assigned by HSE manager	100%	People Organization Competence and Training TG-QHSE-IMS-P-006	To ensure that skills and knowledge necessary to deliver the assigned jobs are fully obtained, hence, to be able to deliver good quality work to all activities and processes in TIMORGAP

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

*Initials:* .....

*NB:*

- 1. This form should be signed every time there is a change to the employee's job description, role or KPIs*
- 2. Two Original copies: one for job holder; another for HR Department*
- 3. This form has been amended to version 01 based to the QHSE IMS Audit.*



**TIMOR GAP PUALACA BLOCK,  
UNIPESSOAL, LDA.**

***A company of TIMOR GAP, E.P.***

CBD2 Building, Level 3, Timor Plaza Complex

Rua Presidente Nicolao Lobato, Comoro

Dili, Timor-Leste

T. +670 331 1422 F. +670 331 1428

[www.timorgap.com](http://www.timorgap.com)

**Direct Supervisor:**

Name: .....

Role/Job Title/Position: .....

Signature: ..... Date: .....

**Job Holder:**

Name: .....

Role/Job Title/Position: .....

Signature: ..... Date: .....

**Verified and Approved by Head of TGPB:**

Name: .....

Role/Job Title/Position: .....

Signature: ..... Date: .....

*Initials: .....*

**NB:**

1. This form should be signed every time there is a change to the employee's job description, role or KPIs
2. Two Original copies: one for job holder; another for HR Department
3. This form has been amended to version 01 based to the QHSE IMS Audit.