

VACANCIES ANNOUNCEMENT

A. SUMMARY

TIMOR GAP, E.P. is the Timor-Leste's National Oil Company which was established in 2011 under the Decree Law no. 31/2011. Its main objective is to act, on behalf of the State, in conducting business within the petroleum and gas sector. Its activities vary from Onshore to Offshore and national to international. One of the current portfolios of TIMOR GAP, E.P. is to assist the Government of Timor-Leste in achieving the implementation of the Tasi Mane Project-Suai Supply Base, Betano Refinery, Beaco LNG Plant and Highway linking the three centers. In light of this TIMOR GAP, E.P. is seeking for the new recruits in order to assist TIMOR GAP, E.P. in successfully executing these tasks.

B. POSITIONS SOUGHT

Vice President Drilling & Technology and New Ventures Unit;

1. GIP (Graduate Internship Program) - Geologist

Main Duties: Providing assistance to all activities related to Exploration Geosciences for TIMOR GAP, E.P. Learn and assist the New Ventures team in reviewing and analysing the results of various technical studies and geological assessment for dedicated assets to evaluate, explore and exploit hydrocarbons to maximize economic value; learn and assist the team to provide Geoscience expertise and support to TIMOR GAP, E.P. in the region and globally for evaluating company assets and new venture projects to maintain and increase company profits; Assist the New Ventures team in all activities related to the assigned projects; provide Geoscience support for the New Venture Projects and evaluation of Joint Venture work for TIMOR GAP, E.P. Assist the New Venture Geoscientist and Stratigrapher to prepare annual work programs and budgets, development plans and other proposals and plans as required; Carry out any other duties as directed by the New Ventures – Geosciences Manager and the team members. **Qualifications and other requirements:** **Essential:** Diploma or Bachelor in Petroleum Geology, Geology or Geoscience related degree; Fluency in Tetum, English and/or Portuguese; Highly self-motivated, strong work ethic, high level of awareness and adaptability; good knowledge of Microsoft Windows, Lotus Notes Software, Kingdom or Petrel. **Desirable:** has been exposed or experience in geological/seismic interpretation; good understanding of the oil and gas industry; experience in a technically complex case and a good understanding of Timor-Leste's petroleum system.

2. GIP (Graduate Internship Program) – Geophysicist

Main Duties: Providing assistance to all activities related to Exploration Geosciences for TIMOR GAP, E.P. Learn and assist the New Ventures team in reviewing and analysing the results of various technical studies and through geophysical assessment for dedicated assets to evaluate, explore and exploit hydrocarbons to maximize economic value; learn and assist the team to provide geophysical expertise and support to TIMOR GAP, E.P. in the region and globally for evaluating company assets and New Venture projects to maintain and increase company profits; Assist the team to determine recoverable reserves using various analytical methods, ensures quality of joint venture operations in exploring and developing properties to obtain maximum reserves. Learn and assist the Data Management Officer to establish and maintain and up to date data base of geological, geophysical and other related data in the region and globally for TIMOR GAP, E.P. Assist the New Ventures team in all activities related to the assigned projects; provide Geoscience support for the New Venture Projects and evaluation of Joint Venture work for TIMOR GAP, E.P.; **Qualifications and other**

requirements: Essential: Diploma or Bachelor in Geophysics, Geology or Geoscience related degree; Fluency in Tetum, English and/or Portuguese; Highly self-motivated, strong work ethic, high level of awareness and adaptability; good knowledge of Microsoft Windows, Lotus Notes Software, Kingdom or Petrel. **Desirable:** has been exposed or experience in geological/seismic interpretation; good understanding of the oil and gas industry; experience in a technically complex case and a good understanding of Timor-Leste's petroleum system.

Exploration & Production and Supply Base Unit

3. GIP (Graduate Internship Program) – GIP E&P - Geologist

Main Duties: Providing assistance to all activities related to Exploration and Production for TIMOR GAP, E.P, GIP E&P Geologist learn and assist G&G team and the Manager of Exploration & Production with emphasis on carrying out Geological and Geophysical studies; learn & assist in reviewing and analysing the results of various technical studies and geological assessment for dedicated projects under E&P Department; assist G&G team in gathering all necessary geological and geophysical data from clients, Authorities and/or Government Agencies to ensure the finished product meets the required quality criteria, to establish and maintain and up to date data base of geological, geophysical and other related data in the region and globally for TIMOR GAP, E.P; and carry out any other duties as directed by the G&G team, the Manager and/or senior management.

Qualifications and other requirements: Essential: A degree from a recognized university in Geoscience is essential – preferably in Geology or Geophysics, or related discipline; ability to communicate fluently and effectively in English and Tetum, both verbal and written; highly self-motivated, ability to prioritise work and set targets; high degree of computer literacy. **Desirable:** possess previous background working experience as a geoscientist or related field of work; understand and be knowledgeable of Timor-Leste's petroleum sector and sector development; Experience using Geoscience software such as Kingdom and PETREL; Geoscience and/or GIS data management experience; good reporting skills; fluency in the Portuguese and Indonesian languages is a plus.

4. GIP (Graduate Internship Program) – GIP E&P - Geophysicist

Main Duties: Providing assistance to all activities related to Exploration and Production for TIMOR GAP, E.P, GIP E&P Geophysicist learn and assist G&G team and the Manager of Exploration & Production with emphasis on carrying out Geological and Geophysical studies; learn and assist in reviewing and analysing the results of various technical studies and geological assessment for dedicated projects under E&P Department; assist G&G team in gathering all necessary geological and geophysical data from clients, Authorities and/or Government Agencies to ensure the finished product meets the required quality criteria, to establish and maintain and up to date data base of geological, geophysical and other related data in the region and globally for TIMOR GAP, E.P; and carry out any other duties as directed by the G&G team, the Manager and/or senior management.

Qualifications and other requirements: Essential: A degree from a recognized university in Geoscience is essential – preferably in Geophysics or Geology, or related discipline; ability to communicate fluently and effectively in English and Tetum, both verbal and written; highly self-motivated, ability to prioritise work and set targets; high degree of computer literacy. **Desirable:** possess previous background working experience as a geoscientist or related field of work; understand and be knowledgeable of Timor-Leste's petroleum sector and sector development; Experience using Geoscience software such as Kingdom and PETREL; Geoscience and/or GIS data management experience; good reporting skills; fluency in the Portuguese and Indonesian languages is a plus.

Business & Development Unit (BDU):

5. Business & Trading Analyst

Main Duties: Provide market overview, market trends and include appropriate recommendation concerned trading activities. Assist Management to identify and evaluate new opportunities in the offshore petroleum services offered through tenders, liaise with potential partners and full range trading activities which ensure the operation effectiveness. Assist Business and Trading Manager to lead the TIMOR GAP, E.P. efforts to secure commercial tenders from multinational oil companies and their subcontractors; Study/analyze strategies and participate in the negotiation for trading activities; examine, analyses and resolve immediate operational problems related to vessels and cargo operations; minimize operating cost and look for new opportunity; responsible for maintaining business relationship and develop international trading network in order to exchange market information, market movement and build corporate image and benefits from international trading business. **Qualifications and other requirements: Essential:** A Bachelor and/or master degree qualification from a recognized University in International Business/Trade, marketing, Supply chain and logistic, maritime Study, or related discipline; minimum of 3 years of broad experience in the oil and gas industry; understand and knowledgeable of Timor-Leste's petroleum sector and sector development; ability to coordinate multiple tasks and deal with multiple demands in an efficient manner; management skills with commercial/service mindset and excellent communication, interpersonal and presentation skill; fluent and effective communication in English and Tetum, both verbal and written; good understanding of sensitivities in a multi-cultural working environment; a high degree of self-motivation, ability to prioritize work and set targets; problem solving/analysis. **Desirable:** Fluently in Portuguese and Indonesian languages is a plus; experience with business and accounting software is a plus.

Corporate Service Unit (CSU):

6. Administrative Assistant

Main Duties: Providing office services by implementing administrative systems, procedures, and policies, and monitoring administrative activities. Assist the Director of Corporate Service and other Directors (when required) with day-to-day administrative and clerical functions; ensures the documents management systems are properly and systematically managed; assist the Director of Corporate services in achieving the goals of the Unit and the Organisation; maintain and ensure the efficient flow of documentation the office of Corporate service by collecting, scanning, printing, photocopying, faxing and distributing mails; purchase, prepare and coordinate catering for office when required. **Qualifications and other requirements: Essential:** At least three years of experience in administration and office management; a minimum high school graduate, preferably with a diploma certificate from a recognised college or university; a high degree of self-motivation, ability to priorities work, use initiative and set targets; high degree of computer literacy; experience in using Computerised Filing Management System; ability to demonstrate a high level of confidentiality and business ethics; ability to communicate fluently in English (written and verbal). **Desirable:** Extensive practical use of computerized systems incorporating: keyboard skills of 80 wpm; comprehensive knowledge of: Microsoft Office or equivalent and Lotus Notes R5 or equivalent; Internet.

7. Receptionist

Main Duties: Responsible for handling front office reception and administration duties, including greeting guests and offering a beverage, answering phones, handling company inquiries, and sorting and distributing mail. Deliver excellent customer service at all times and deal with all enquiries in a professional and

courteous manner, in person, on the telephone or via e-mail. Provide secretarial, clerical and administrative support in order to ensure TIMOR GAP, E.P. operations are achieved in an effective and efficient manner; schedule meetings and conference rooms; maintain general filing system and file all correspondence; responsible for all the room booking for meetings; supervise the presence and absence of security, Drivers and Cleaners; back-up for Administrative. Assistant, if required. **Qualifications and other requirements:** **Essential:** At least two years of experience working in the relevant area; Year 12 schooling, referable with formal training at a recognised college; a high degree of self-motivation, ability to prioritise work, use initiative and set targets; possess to some extent the degree of computer literacy; ability to demonstrate a high level of confidentiality and business ethics; ability to communicate fluently in English and Tetum (written and verbal); high degree of hospitability; well presentable and approachable; must possess best ethical manner with fully smile in welcoming quests, answering phones, etc. **Desirable:** knowledge of Portuguese and Indonesian language is a plus; extensive knowledge of using Microsoft Excel, Power Point and Internet.

C. GENERAL REQUIREMENTS: All applications must meet the following requirements: Fluency in English and Tetum, both written and oral communications; must comply with the required qualifications, as spelled out in each position. Experience in oil and gas sectors and fluency in Portuguese and/or Bahasa Indonesia are preferred requirements. Women are strongly encouraged to apply.

HOW TO APPLY: Please submit your complete application with attached cover letter and the latest Resume 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, E.P. Office, Level 3, Timor Plaza, Suite 301-314, Rua Presidente Nicolao Lobato, Comoro, Dili, Timor-Leste. Or email to HR@timorgap.com

For detailed Job Descriptions please email the above address or visit our Website: www.timorgap.com.
Deadline Application Submission: **22nd May 2015, 15:00 hours Timor-Leste time (late submission will NOT be considered).**