

## 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 Projects, namely 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. VACANT POSITIONS

#### 1. HR Manager – One Position

**Main Responsibilities:** The HR Manager will work with the Director of Corporate Service to identify, develop and implement solutions across a range functions including workforce planning, evaluating employee relations, performance management and staff development. Oversee HR function as it relates to employee compensation and benefit administration, personnel record-keeping, training and employee development and compliance with HR policies, laws and regulations.

**Qualifications and other requirements:** University Degree in Management / Human Resources Management, Organizational Development and or Business Administration; At least 5 years of professional experience across HR disciplines; including employment, benefits, compensation, employee relations, training and development, performance management review and conflict resolution; Experience in developing Human Resource Management Policies and Procedures; A detailed knowledge of Human Resources and Training issues.

#### 2. HR Assistant – One Position

**Main Responsibilities:** Maintain employee information by entering and updating employment and status-change data; Coordinate with HR Team Leader to provide an accurate and efficient data input service in the TIMOR GAP Human Capital Master Data; Work with HR Team Leader to assist the recruitment process such as advertise vacancies, screen applications, logs receipts, ensure completion, determine basic qualifications, initiate letters to applicants



regarding job applications; Provide weekly and monthly attendance reports to the Directors and verify the payroll payment based on the attendance reports accurately.

**Qualifications and other requirements:** Holds a Diploma (or preferably a Bachelor's degree) in Human Resource Management, Business Management and/or other relevant field; At least two years of experience working in the relevant area; A high degree of self-motivation, ability to priorities 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; Proficiency in Tetum, written and spoken English; Effective organizational skills and ability to meet to deadline.

### 3. Travel Officer – One Position

**Main Responsibilities:** Manage ticket bookings and itineraries, arrange and organize accommodation, visa, passport, transportation and other assistance needed by the President & CEO, Directors and Employees for travelling and also during travelling, Responsible for inbound and outbound travel arrangements for TIMOR GAP's events, meetings, official business trips; Assist and advise TIMOR GAP Team on travel information and helping them on selecting the best travel plan and schedule according to the needs; Manage and administer all travel through Movement Request Form (MRF); Maintain and ensure proper filling for all travel documents records for audit purpose; Seek the best airfare and ensure that corporate rates applied for accommodation; Reconcile of travel reports and recharges.

**Qualifications and other requirements:** University degree in Business Administration / Management / Hospitality and / or other relevant field of study; Minimum three years of work experience in travel industry; Experience with handling Corporate business travel; Experience and/or qualifications in the development and delivery of competency based training; Experience in the Oil and Gas Industry; Proficiency in Tetum, written and spoken English.

### 4. IT Assistant – One Position

**Main Responsibilities:** Provide full assistance to provide support and maintenances of all computer equipment classified as: a) Stand-alone personal computers; b) Workstations connected to a LAN/WAN/LINUX /WIN 7; c) All computer peripherals, printers, UPS's, hubs, modems and any other hardware equipment especially Oil and Gas related hardware and software; Involve routinely with IT Team in the network configuration and monitoring; Perform test and installation of "Windows" software on servers and all new computers; Working closely with Team to report condition of the equipment together



with a verification of the inventory report including ICT assets; Provide basic guidelines and assist users who encounter issues with the system; Continue provide help desk and support to all users.

**Qualifications and other requirements:** Tertiary qualification in IT; Minimum 2 years of working experience in IT, precisely in Database SQL Server; Basic Experience with Linux, UNIX or similar system and windows platforms; Experience with Programming Language (HTML, PHP, Visual basic; Experience with VMware, Microsoft Hyper-V, and other virtualization Environment; Experience with all software and hardware such as E-mail system (IBM Domino), SQL, ArcGIS, SAGE AccPac, ERP; Ability to coordinate multiple task and deal with multiple demands in an efficient manner; Proficiency in Tetum, written and spoken English.

#### 5. **Assistant Accounting Manager – One Position**

**Main Responsibilities:** Assistant Accounting Manager is responsible for the day-to-day accounting operations of the Company and its Subsidiaries, include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budget designed to mitigate risk and enhance the accuracy of the Company's financial reports.

**Qualifications and other requirements:** A university degree from a recognized university in the area of accounting and finance; A minimum three years of working experience in a financial accounting with at least 2 years of supervisory roles; Experience in handling a variety of month-end and year-end close responsibilities; Demonstrate capacity to train and mentor a the Finance Team of varying experience; A detailed knowledge of International Accounting Standards (IFRS) and other related; Working knowledge of SAP, Sage ACCPAC, or other accounting software; Strong skills working with excel – ex. Pivot tables and advance formula creation.

#### 6. **Electrical & Instrument Engineer - One Position**

**Main Responsibilities:** Ensures that all assigned tasks are undertaken professionally and are saved/maintained at the Department Folder in a proper and systematic order; Review electrical engineering drawings, checking diagrams, calculations and provides recommendations for approval by Director and/or Management; Design electrical systems and ensures compliance with electrical codes and standards as well as local regulatory requirements; Retrieve information to complete drawing, layout and design including technical specifications using CAD and/or relevant software; Support a multidisciplinary team on E&I matters across



the entire lifecycle; Develop best practice working procedures to support E&I developments; Create and maintain formal documents; Check standard and regulatory compliance for accuracy, completeness and/or conformance to flow or circuit diagrams or other approved design release documents, related data and coordination with other work , particularly for practicality from the standpoint of fabrication, installation or maintenance; Undertakes to draft and develop Standard Operating Procedures (SOP's) related to E&I matters for Gas Business Unit in accordance with TIMOR GAP's Policies and Procedures in force, if required by Director or Management; Develops and maintains a database that is up-to-date for common standards and codes in the Oil and Gas industry with particular emphasis on E&I systems; Maintains a safe and clean working environment by enforcing procedures, rules and regulations of IMS (Integrated Management System) in place; Performs any other tasks and duties as requested by Manager, Director and/or Management of TIMOR GAP.

**Qualifications and other requirements:** BSc or MSc degree in Electrical Engineering or Electronic Engineering; At least two (2) years of professional experience working as an Electrical Engineer or Instrumentation Engineer or combined; Proven skills to read and understand CAD drawings; Proven understanding of electrical power distribution and protection for low, medium and high voltages, including but not limited to, switchgear, transformers, motor control centers, cables and lighting. Awareness of current codes, standards, regulations, legislation and technical developments – e.g. IEC (International Electro Technical Committee), the Energy Institute Model Code of Safe Practice, Electricity Association, etc.

## 7. **Structural Engineer – One Position**

**Main Responsibilities:** The role of the Structural Engineer is mainly being responsible for supporting the design of the entire structural engineering which is concerned with the design and physical integrity of marine structural (e.g. port, breakwater), LNG Plant modular, bridges, multi store building and other large structures throughout all engineering phases with drawing and documentation work. In particular, the structural Engineer will be involved in writing the functional and technical specifications for marine structural for Marine Facility project, LNG plant modular and other large structures. S/he must solve technical problems which is involved in all structural engineering phase to ensure the safety and durability of the project and able to demonstrate proven skills of at least one or more of structural design and analysis program software (e.g. SAP2000, STAAD.Pro, RISA-3D, Etabs 3013, CSi-Bridge or MIDAS), but not limited to produce construction drawing utilizing AutoCAD, REVIT and Microstation. S/he also must be



familiar with ASTM standards, ASCE standards, British Standards/ EN Standards, and other industrial code and practice standards.

**Qualifications and other requirements:** BSc or MSc degree in Civil Engineering or preferably in Structural Engineering; At least five (5) years of professional experience working as a structural engineer in the relevant fields; Proven skills to read and understand one or more structural design analysis program software result (SAP2000, STAAD.Pro, RISA-3D, Etabs 2013, CSi-Bridge or MIDAS), but not limited to produce construction drawing utilizing AutoCAD, REVIT and Microstation; Awareness of current industry codes and practice standards, regulation, legislation and technical development – e.g. ASTM (American Standards of Testing Material), ASCE (American Society of Civil Engineer), BS (British Standards), EN (Europe Normalization), and others as relevant;

## 8. Pipeline Mechanical Engineer – One Position

**Main Responsibilities:** Pipeline Mechanical Engineer has an overall responsibility of providing advice and technical support in matters related to pipeline mechanical engineering designed for various project undertaken by Gas Business Unit and TIMOR GAP, E.P. as a whole. S/he will play important role in coordinating and managing task associated with pipeline mechanical engineering including developing and maintaining of an up-to-date pipeline technical database to support the development and operation of LNG Project.

**Qualifications and other requirements:** Bachelor degree in Mechanical Engineering or other closely related engineering discipline from an accredited University; Minimum 3 years' experience working with pipeline project or LNG projects or general oil and gas industry; Possesses reasonable understanding in international codes and practices related to pipeline in oil and gas industry, such as ASME, ASTM, API, BS, DNV, ISO, etc.

## 9. Junior Civil Engineer – One Position

**Main Responsibilities:** The role of the Junior Civil Engineer is mainly being responsible for supporting Timor-Leste LNG projects (LNG plant, Marine Facility and its supporting infrastructures) by involving in the site civil design on land development projects, including planning, engineering design and permitting, construction oversight and some support on environmental remediation projects. In particular, the Junior Civil Engineer will be



involved in writing the functional and technical specifications for Marine Facility project, LNG plant and other project related. S/he must be able to solve technical problems which is involved in all phases of Timor-Leste LNG projects in order to ensure the safety and durability of the project by demonstrating proven skills of at least one or more of Civil Engineering software related to the civil construction projects, i.e., Microsoft office products, common Engineering drawing (AutoCAD, REVIT, Microstation), Site engineering and land development software (SITEOPS, LandDev, etc ) but not limited to produce others civil construction design and analysis ( i.e., Structural analysis, concrete technology, geotechnical, etc).

**Qualifications and other requirements:** BSc degree in Civil Engineering or Civil and Environmental Engineering; At least two (2) years of professional experience working as a civil engineer in completing the design, analysis and supervision of civil construction works. Proven skills to read and understand one or more Civil Engineering software related to the civil construction projects; Awareness of current industry codes and practice standards, regulation, legislation and technical development – e.g. ASTM (American Standards of Testing Material, ASCE (American Society of Civil Engineer), BS (British Standards), EN (Europe Normalization), SNI (Standard Nasional Indonesia) and others;

#### **10. Admin Assistant to GBU- One Position**

**Main Responsibilities:** The Admin Assistant will work directly with Director of Gas Business Unit in providing administrative and clerical services in order to ensure effective and efficient operations of the work within the Unit. Maintain and ensure the efficient flow of documentation for the office of Gas Business Unit; Assist Director of Gas Business Unit in every meeting as Minutes of Meeting taker and follow up the important notes and make known to Director of Gas Business Unit; Collect and distribute incoming mail as required; Manage Dili Office Lotus Notes calendar and diaries for personnel within the Gas Business Unit;

**Qualifications and other requirements:** Preferably with a bachelor degree from a recognized college or university; A high degree of self-motivation; At least three years of experience in an office environment; Ability to prioritize work; A high degree of self-motivation, use initiative and set targets; High degree of computer literacy; Experience in using Computerized Filing Management System; Ability to demonstrate a high level of confidentiality and business ethics; Ability to communicate in English and Tetum (written and verbal).

#### **11. Project Manager to TIMOR GAP PSC 11-106 UL – One Position**

**Main Responsibilities:** Responsible for providing comprehensive range of technical, financial/commercial and corporate tasks to Managing Director



and the Board of Directors Members of the Company, manage and coordinate the Technical, Financial/Commercial, Corporate/Business Support Teams from Parent Company and, Support Business Team of TIMOR GAP PSC 11-106, UNIPESSOAL, LIMITADA, with day-to-day operational functions of the Company. 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 of Parent Company, JVs Partners and other stakeholders. The Project Manager will work and report directly to the Managing Director of TIMOR GAP PSC 11-106, UNIPESSOAL, LIMITADA.

**Qualifications and other requirements:** Degree in Petroleum Engineering, Reservoir Engineering or Production and Facility Engineering or Master Degree in areas related to Energy Management & Environment in oil and gas industry; Applicant must have minimum three years' experience in working in related Oil and Gas operations in Timor-Leste, Joint Petroleum Development Area or Timor Sea Region and/or other countries; Previous experience in team leading, performing managerial roles or other related works; 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; Ability to use and or operate all key oil & gas software such as Petrel, Eclipse, Interactive Petro physics and other related software; Ability to translate from English to Tetum and vice versa, and ability to communicate in Portuguese and Bahasa Indonesia.

## 12. Project Manager to TIMOR GAP CHUDITCH – One Position

**Main Responsibilities:** Responsible for providing comprehensive range of technical, financial/commercial and corporate tasks to Managing Director and the Board of Directors Members of the Company, manage and coordinate the Technical, Financial/Commercial, Corporate/Business Support Teams from Parent Company and, Support Business Team of TIMOR GAP CHUDITCH, UNIPESSOAL, LIMITADA, with day-to-day operational functions of the Company. To ensure the efficient & smooth running of all office functions and, support the development and day-to-day running of projects with a good coordination between the Technical & Finance Team of Parent Company, JVs Partners and other stakeholders. The Project Manager will work and report directly to the Managing Director of TIMOR GAP CHUDITCH, UNIPESSOAL, LIMITADA.

**Qualifications and other requirements:** Degree in Petroleum Engineering, Reservoir Engineering or Production and Facility Engineering or Master Degree in areas related to Energy Management & Environment in oil and gas industry; Applicant must have minimum three years' of proven experience working in oil and gas industry particularly in Timor-Leste, Joint Petroleum Development Area, Timor Sea and/or other countries within the region;



Previous experience as team leader, performing managerial roles or other related works; 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 Petro physics and other related software; Ability to translate from English to Tetum and vice versa, and ability to communicate in Portuguese and Bahasa Indonesia.

### C. GENERAL REQUIREMENTS

All applicants must meet the following requirements: Proficiency in English and Tetum, both written and oral communications; Must comply with the required qualifications, as spelled out in each position. Knowledge of Portuguese and Indonesian language is a plus. **Women applicants are strongly encouraged to apply.**

### D. HOW TO APPLY

Please submit your complete application with attached cover letter and the latest Resume (CV) 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. HQ, Level 3, Timor Plaza CBD 1, Rua Presidente Nicolao Lobato, Comoro, Dili, Timor-Leste or email to [hr@timorgap.com](mailto:hr@timorgap.com)**

For detailed Job Descriptions please email the above address or visit our Website: [www.timorgap.com](http://www.timorgap.com). Deadline Application Submission: **19 October 2018, 17:00 hours Timor-Leste time (late submission will NOT be considered)**

