

	BUSINESS PROFESSIONAL CATEGORY A	PD CODE: ANP/PD/VP/ SE/001
		APPROVED: G. DA SILVA <i>[Signature]</i>
		CHECKED: Q. P. BERE, G. BRANCO
	POSITION DESCRIPTION	ORIGINATOR: E. MARTINS
		ISSUE DATE: NOVEMBER 2024
REVISION NO: 0		
Position Title : Stakeholder Engagement Manager		
Job Grade : G7		
Location and Directorate : Dili, Division of Stakeholder Engagement and Local Content Enforcement		
Positions line reporting to : Vice President of ANP		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023 of 6th September 2023, 3rd amendment of Decree Law No. 20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo. The ANP is mandated to manage and regulate petroleum activities in the Timor-Leste area, both offshore and onshore and the area governed under the Greater Sunrise Special Regime.

2. KEY OBJECTIVES

- 2.1 Develop and maintain effective, transparent, collaborative relationships with key stakeholders, including local authorities, government Institutions, industry;
- 2.2 Proactively identify and manage stakeholder risks, ensuring that issues are addressed properly and consistently in implementing the stakeholders' programs;

- 2.3 Create a strategy for development and implementation and execute stakeholder engagement plans aligned with ANP's vision and mission;
- 2.4 Lead the development of positive communications strategies to effectively convey project updates and gather stakeholder feedback;
- 2.5 Lead and manage the team of stakeholder engagement coordinators, providing guidance and support to ensure successful execution of engagement activities.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Stakeholder Relationship Management, lead and manage the team of stakeholder engagement, providing guidance and support to ensure successful execution of engagement activities;
- 3.2 Develop and maintain strong relationships with key stakeholders, including local authorities, government agencies, industry representatives, and community organizations;
- 3.3 Conduct stakeholder mapping to identify key contacts and areas of interest;
- 3.4 Create a strategy for development and implementation and execute stakeholder engagement plans aligned with organizational objectives;
- 3.5 Lead the development of communications strategies to effectively convey project updates and gather stakeholder feedback;
- 3.6 Organize and facilitate stakeholder meetings, workshops, and forums, ensuring all are managed effectively;
- 3.7 Ensuring and guiding the team to prepare agendas, minutes, and reports for all stakeholder interactions;
- 3.8 Ensure the any decision made by management are executed and monitored and report to the management in timely manner;
- 3.9 Ensure and providing guidance for maintaining an accurate database of stakeholder interactions and engagement activities;

- 3.10 Provide regular updates to management on stakeholders' engagement activities;
- 3.11 Identify potential risks related to stakeholder engagement in implementing programs and develop strategies to mitigate these risks which brings impact to the project execution;
- 3.12 Act as a point of contact for all issues that may arise during the stakeholder interaction and identify the risk that could impede the project execution;
- 3.13 Foster a collaborative environment within the team, across departments and international stakeholders

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Timor-Leste Nationality;
- 4.1.2 Bachelor's degree in Public Relations, Communications and International Relations;
- 4.1.3 Has minimum 6-7 years of working experiences in stakeholder engagement, public relations, community relations with proven track record in managing complex stakeholder relationships in the national and international.
- 4.1.4 Ability to communicate fluently in English (writing, reading, listening and speaking);
- 4.1.5 Have high degree of computer literacy in Microsoft Office, Outlook and Windows Operating System.

4.2 Desirable

- 4.2.1 Experience in the Oil and Gas Industry;
- 4.2.2 Able to communicate in Portuguese and Indonesia (Listening, Reading, Speaking & Writing);
- 4.2.3 Strong ability to form relationship with stakeholders;
- 4.2.4 Ability to think strategically and foresee long -term impacts of stakeholder engagement;
- 4.2.5 A high degree of self-motivation, the ability to prioritize work and set targets, and time Management;
- 4.2.6 Ability to build and maintain relationships with key stakeholders, both internally and

externally, including government entities, local communities, industry partners, and the media;

- 4.2.7 Strong problem – solving skills and the ability to think critically and strategically;
- 4.1.7 Ability to manage sensitive issues with diplomacy, and professionalism, while maintaining high standards of integrity and ethics;
- 4.1.8 Able to work and execute duties given with high degree of confidence technically/professionally.
- 4.1.9 Comfortable in making decision within his/her authority, lead and manage the discussion.