

	MANAGERS	PD CODE: ANPM/PD/M-E&E/001 APPROVED : G. DA SILVA CHECKED : E. DA COSTA & D. MARTINS
	POSITION DESCRIPTION	ORIGINATOR: J. GONCALVES ISSUE DATE : 11 Mar 16 REVISION NO: 0 PAGE 1 OF 3
Position Title : Manager - Exploration and Exploitation Location and Department : Dili, Mineral Directorate Reporting Relationships : Vice President - Mineral Positions line reporting to : Refer to Organisation Chart No: ANPM		

1. ROLE SUMMARY

- 1.1 The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor Leste's exclusive jurisdictional areas and in the JPDA in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation and distribution of petroleum, natural gas and mineral resources. The ANPM also tasked to regulate mineral operations activities in the territory of Timor Leste in accordance with the applicable legal frameworks. The role of this position is to manage and coordinate's performance of the department as well as to ensure the prudent management of mineral resources.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 To Manage and Coordinate department's performance effective and efficiently;
- 2.2 To Supervise and Ensure prudent management of mineral resources by developing and enforcing processes and procedures for mineral exploration and exploitation.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES

- 3.1 Manage the work of technical staff on matters relevant to Exploration and exploitation of Mineral;
- 3.2 Supervise and Monitor Prospecting Activities, G&G Surveys, development and exploitation of mineral resources;
- 3.3 Manage and Administer all technical data and information related to mineral;
- 3.4 Manage budget and expenditures of technical department;
- 3.5 Lead technical review on legal framework and submissions;
- 3.6 Lead Mineral exploration affairs;
- 3.7 Provide technical opinion, service and support to the director;
- 3.8 provide reports related to geological assessment to the director;
- 3.9 Provide mentor/coaching assistance to technical staffs;
- 3.10 Liaise with relevant department for mineral mapping purpose;
- 3.11 Plan and ensure consistent implementation of department's program and budget;
- 3.12 Assess and Approve applications pursuant to the rules and procedures;
- 3.13 Perform other reasonable tasks as required by the ANPM Senior Management.



4. QUALIFICATION AND EXPERIENCE REQUIRED

4.1 Essential:

- 4.1.1 University Degree in Geology or Mining Engineering and Preferable Master Degree in Geology or Mining Engineering;
- 4.1.2 Minimum 4 years for Bachelor Degree in the relevant area required or minimum 2 years for Master Degree in the area required;
- 4.1.3 Timor-Leste National;
- 4.1.4 Demonstrated commitment to teamwork;
- 4.1.5 Ability to work and communicate effectively with multi-disciplinary and multi-cultural teams;
- 4.1.6 An understanding of the existing petroleum regulatory frameworks;
- 4.1.7 A high level self motivation, ability to prioritise work and meet deadlines;
- 4.1.8 Strong team player – able to work with team as well as independently;
- 4.1.9 Proficient in the use of the various computer programs such as MS Words, Excel and Power Point.

4.2 Desirable,

- 4.1.10 Ability to communicate in Portuguese, Tetum and/or Bahasa (written and verbal),
- 4.1.11 Working knowledge and experience in Mining Industries,