
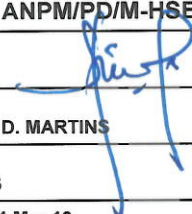


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|    | <b>MANAGERS</b>             | PD CODE: ANPM/PD/M-HSE/001<br>APPROVED : G. DA SILVA <br>CHECKED : E. DA COSTA & D. MARTINS |
|   | <b>POSITION DESCRIPTION</b> | ORIGINATOR: J. GONCALVES<br>ISSUE DATE : 11 Mar 16<br>REVISION NO: 0            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

## 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 department performance as well as to provide assurance on mineral operation activities.

## 2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 To Manage and Coordinate department's performance effective and efficiently;
- 2.2 To Provide assurance that mineral operation activities are carried out safely and environmentally sound.

### **3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES**

- 3.1 Manage, supervise and monitor performance of HS&E staffs;
- 3.2 Plan and ensure regular HSE Inspection/Investigation/Audit on mineral operations activities;
- 3.3 Plan and ensure regular HSE Inspection/Investigation/Audit on mineral operations activities;
- 3.4 Review and provide quality assurance to Inspection/Investigation/Audit reports;
- 3.5 Coordinate with other relevant government institutions in regulating the HSE aspect for mineral operation activities;
- 3.6 Report to management on mineral operations activities HSE performance;
- 3.7 Provide Mentor/Coaching assistance to HSE staffs;
- 3.8 Any other reasonable duties as directed by the supervisor and/or senior management.

### **4. QUALIFICATION AND EXPERIENCE REQUIRED**

#### **4.1 Essential:**

- 4.1.1 University Degree and preferable Master Degree in Resource Management, Industrial Engineering, and or Mining Engineering;
- 4.1.2 Minimum 4 years working experience for Bachelor Degree in the relevant area 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.

