

	OFFICERS	PD CODE: ANPM/PD/M-DME/002
	POSITION DESCRIPTION	APPROVED : G. DA SILVA
CHECKED : E. DA COSTA & D. MARTINS		
ORIGINATOR: J. GONCALVES		
		ISSUE DATE : 11 Mar 16
		REVISION NO: 0 PAGE 1 OF 3
Position Title : Development Mineral Extraction Officer Location and Department : Dili, Mineral Directorate Reporting Relationships : Manager - Exploration and Exploitation Manager Positions line reporting to : Refer to Organisation Chart No: ANP		

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 assist manager of Exploration and Exploitation to ensure effective and efficient performance of the department.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 To support manager of Exploration and Exploitation to ensure effective and efficient performance of the department by assessing and ensuring proper technical assessment to submissions and monitoring performance of industry.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES

- 3.1 Directly support and assist the Manager of Exploration and Exploitation;
- 3.2 Evaluate technical aspects of license applications and mineral operations activity and provide recommendations;
- 3.3 Monitor technical performance of all licensed activities, including carry out site visits;
- 3.4 Provide technical opinion, service and support to the Manager Exploration and Exploitation;
- 3.5 Ensure regular report from mining industry
- 3.6 Provide alternatives to improve technical performance;
- 3.7 Formulate technical inspection/investigation scopes and checklist;
- 3.8 Conduct inspection and investigation necessary to ensure compliance with applicable framework;
- 3.9 Report and recommend improvements;
- 3.10 Any other duties as directed by the supervisor and/or senior management.



4. QUALIFICATION AND EXPERIENCE REQUIRED

4.1 Essential;

- 4.1.1. Must hold a University degree with a Technical Qualification in Geology or Mining engineering;
- 4.1.2. Experience and knowledge in exploration and exploitation in mineral area;
- 4.1.3. Timorese Nationality;
- 4.1.4. Sufficient level English Language communication skills – speaking, listening, reading and writing;
- 4.1.5. High level of personal initiative, awareness and adaptability;
- 4.1.6. High degree of self motivation, ability to prioritise work and meet deadlines;
- 4.1.7. Strong team player and able to work well with team, as well as independently;
- 4.1.8. Good Knowledge of Microsoft Windows XP, Microsoft Office and Lotus Notes Software.

4.2 Desirable:

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