

	OFFICERS	PD CODE: ANPM/PD/M-HS/002 APPROVED : G. DA SILVA <i>[Signature]</i>
	POSITION DESCRIPTION	CHECKED : E. DA COSTA & D. MARTINS ORIGINATOR: J. GONCALVES ISSUE DATE : 11 Mar 16 REVISION NO: 0 PAGE 1 OF 3
<p>Position Title : Health and Safety Officer</p> <p>Location and Department : Dili, Mineral Directorate</p> <p>Reporting Relationships : Manager - Health, Safety and Environment</p> <p>Positions line reporting to : 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 support HSE Manager to achieve the department objectives as well to keep record on H performances.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 To Provide assistance and support to the Health Safety and Environment Manager to achieve department's objective;
- 2.2 To keep record of H&S performance and carryout necessary actions to provide assurance on H&S performance.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES

- 3.1 Assist Health Safety & Environment (HS&E) Manager in preparing department's of H&S action plans;
- 3.2 Produce Mineral operations H&S data/records and information, including publications;
- 3.3 Carry out regular monitoring to ensure compliance to HSE requirements;
- 3.4 Organise and carry out assessment on submission/application, reports and provide recommendations;
- 3.5 Plan prepare and carryout HSE related Inspection/Investigation/audit;
- 3.6 Report and recommend improvements;
- 3.7 Produce annual industry HSE performance report;
- 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. Must hold a University degree in Resource Management, Industrial Engineering, or Mining engineering;
- 4.1.2. Minimum one year experience in H&S's area;
- 4.1.3. Timorese Nationality;
- 4.1.4. Understanding in compliance and implementation of H&S requirement;
- 4.1.5. Experiences in conducting monitoring and assessment related to H&S issues;
- 4.1.6. Sufficient level English Language communication skills – speaking, listening, reading and writing;
- 4.1.7. High level of personal initiative, awareness and adaptability;
- 4.1.8. High degree of self motivation, ability to prioritise work and meet deadlines;
- 4.1.9. Strong team player and able to work well with team, as well as independently;
- 4.1.10. Good Knowledge of Microsoft Windows XP, Microsoft Office and Lotus Notes Software.

4.2 Desirable,

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