

	<b>OFFICERS</b>	PD CODE: ANPM/PD/M-MLA/002 APPROVED : G. DA SILVA <i>[Signature]</i>
	<b>POSITION DESCRIPTION</b>	CHECKED : E. DA COSTA & D. MARTINS ORIGINATOR: J. GONCALVES ISSUE DATE : 11 Mar 16
		REVISION NO: 0                      PAGE 1 OF 3
<b>Position Title</b> : Mineral License Administration Officer <b>Location and Department</b> : Dili, Mineral Directorate <b>Reporting Relationships</b> : Manager – Mineral License Administration and Revenue Assurance <b>Positions line reporting to</b> : 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 assist manager of administration and revenue to ensure department's performance as well as perform due diligence on assessment and license application.

## 2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 To support manager of Administration and Revenue Assurance to ensure effective and efficient by assessing and ensuring integrity and quality of administrations data/records/information;
- 2.2 Perform due diligence assessment on license application.

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

- 3.1 Assist and support Administration and Revenue Assurance Manager in relation to license administration;
- 3.2 Assist and support Administration and Revenue Assurance Manager with assessment of license submissions;
- 3.3 Ensure licenses are up to date;
- 3.4 Record and maintain license information for easy retrieval;
- 3.5 Produce license information for public use purpose (including information for ANPM website);
- 3.6 Produce mineral facts and figures for industry use;
- 3.7 Record and maintain internal and external communication;
- 3.8 Produce license information for compliance assessment purpose;
- 3.9 Produce monthly report and recommend improvements;
- 3.10 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 bachelor degree in administration, mining engineering, or general discipline related;
- 4.1.2. Minimum one year experience in administration 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:

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