

	OFFICERS	PD CODE: ANPM/PD/M-DE/001
	POSITION DESCRIPTION	APPROVED : G. DA SILVA
CHECKED : E. DA COSTA & D. MARTINS		
		ORIGINATOR: J. GONCALVES
		ISSUE DATE : 1 Apr 17
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<p>Position Title : Director - Mineral</p> <p>Location and Department : Dili, Mineral Directorate</p> <p>Reporting Relationships : Vice President – Mineral Exploration and Exploitation</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p>		

1. ROLE SUMMARY

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 jurisdiction 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. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 The Director for Mineral is responsible for directing and coordinating mineral exploration and exploitation in the territory of Timor-Leste consistent with the Timor-Leste Mining Code and all other applicable laws
- 2.2 The Director for Mineral is responsible for Directing, managing and supervising the functions and staffs of Mineral Directorate to achieve the directorate's strategic plan.
- 2.3 The Director for Mineral is responsible for ensuring the establishment and functioning of mineral resources management data base within the existing ANPM system.

- 2.4 The Director for Mineral is responsible Direct and supervise the each departments with fundamental goal achieving optimum performance and maintaining a strong, effective and reliable team;
- 2.5 The Director for Mineral is responsible providing administration and technical to the Vice President and ANPM management.
- 2.6 The Director for Mineral is responsible ensuring effective performance of the ANPM through its participation in the Management.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES

- 3.1 Ensure the development and implementation of the Directorate's strategic plan by setting up objectives and deliveries to be incorporated into the ANPM's plan;
- 3.2 Ensure development of associated regulations and guidelines for effective and efficient implementation of the Mining Code;
- 3.3 Ensure effective coordination with relevant government entities, industry and public to streamline processes and facilitate administration of the mineral sector in Timor-Leste;
- 3.4 Provide directions to managers to ensure that each departments perform to achieve their objectives
- 3.5 Supervise and take part in the evaluation of administration, technical, Health Safety and Environment submissions from relevant proponents;
- 3.6 Monitor and assess performance of managers to meet their respective department's objective;
- 3.7 Coordinate the development and implementation of mineral resource management database to establish reliable mineral resources and geological information;
- 3.8 Promote excellence, optimum performance and reliable team within the directorate;
- 3.9 Ensure adequate human resource development to achieve the directorate's objective;
- 3.10 Ensure adequate internal processes, procedures and guidelines to implement the roles and functions of the directorate effective and efficiently;
- 3.11 Promote mineral resources prospectively to attract investment in Timor-Leste;

- 3.12 Ensure prospecting, exploration and development of mineral resources in Timor-Leste complies with the applicable laws and regulations in Timor-Leste;
- 3.13 Plan, implement and report on regular audits and inspections of facilities and sites where mining activities are carried out;
- 3.14 Coordinate assessment of technical, administration, health safety and environmental related submission and the issuance of relevant licenses;
- 3.15 Monitor performance of license holders and ensure compliance to the applicable laws and regulations in the mining sector;
- 3.16 Ensure timely collection and distribution of royalty, fees other associated payments generated from mining activities;
- 3.17 Ensure sufficient dissemination of information related to the management and administration of mining sector in Timor-Leste to the industry and other stakeholders;
- 3.18 Contribute to the overall development of ANPM through participation as member of management committee;
- 3.19 Coordinate with other directorates within the ANPM to ensure effective and efficient performance of the mineral directorate;
- 3.20 Any other duties as directed by the supervisor and/or senior management.

QUALIFICATION AND EXPERIENCE REQUIRED

4.1 Essential;

- 4.1.1. Must hold a master degree with Technical Qualification in the area of Geology, Geoscience or Mining; (Note: Applicants from other discipline may be considered, provided that they have more than 5 years experience working in the Geology, Geoscience or Mining sector);
- 4.1.2. At least 3 years experience working in the area of exploration and exploitation mineral resources;
- 4.1.3. Timorese Nationality;
- 4.1.4. Sufficient level of 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 and GIS software.

4.2.1 Desirable:

- 4.2.1 Ability to communicate in Portuguese, Tetum and/or Bahasa (written and verbal),