

	OFFICERS	PD CODE: ANPM/PD/M/E&E/003
		APPROVED: G. DA SILVA 
POSITION DESCRIPTION	CHECKED: J. GONÇALVES & E. DA COSTA	ORIGINATOR: R. DE ARAUJO
	ISSUE DATE : 25 OCT 2017	REVISION NO: 0
	Position Title : Drilling & Blasting Officer	
	Location and Department : Dili, Mineral Directorate	
Reporting Relationships : Refer to Organisation Chart No: ANPM		
Position line reports to : Manager – Exploration & Exploitation		
Positions line reporting to : Refer to Organisation Chart of ANPM		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor Leste's public institution created under Decree Law No. 1/2016 of 9th February, first amendment of Decree Law No. 20/2008 of 19th June 2008. The ANPM is responsible for managing and regulating petroleum activities in the Timor Leste's areas and in the Joint Petroleum Development Area (JPDA), and Mining Activities in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, The Timor Sea Treaty and Mining Code.

The ANPM also tasked to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas and mineral. It is also tasked to develop a strong petroleum and mineral resources management institution in Timor-Leste.

2. KEY OBJECTIVE

- 2.1 To support Manager of Exploration and Exploitation to ensure effective and efficient performance of the department
- 2.2 Assess, develop, implement and monitor effective drilling and blasting practices in mines and quarries.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS AND DELIVERABLES

- 3.1 Assess and develop internal drilling and blasting design criteria to support safe and optimum drilling and blasting operations in mines and quarries.
- 3.2 Implement and Monitor drilling and blasting practices in mines and quarries to ensure compliance with requirements
- 3.3 Jointly working with geosciences team to characterize rock formation to determine the amount, type and location of explosive charge required to fracture rocks from solid formations
- 3.4 Assess and provide technical comments to company's drilling and blasting plan
- 3.5 Coordinate with relevant government authorities for safe import, transport, storage and use of explosive materials in Timor-Leste
- 3.6 Take part in carrying out inspection to sites to ensure that safety requirements are complied with;
- 3.7 Any other related duties as directed by Supervisor and/or senior management.

4. QUALIFICATION, SKILLS AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must be Timorese Nationality
- 4.1.2 Must hold at least bachelor degree with technical qualification in the area of Geotechnical engineering, Geological Engineering or Mining Engineering (or a combined degree in these qualification)
- 4.1.3 Sufficient level English language communication skills - Speaking, Listening, Reading and Writing
- 4.1.4 Poses high level of personal initiative, awareness, and adaptability

- 4.1.5 Poses high degree of self motivation, ability to priorities work and meet deadlines
- 4.1.6 Strong team player and able to work independently
- 4.1.7 Good knowledge of Windows XP, Microsoft Office and Lotus Note Software

4.2 Desirable

- 4.2.1 Working knowledge and Experience in drilling and blasting in mining and quarries
- 4.2.2 Able to operate knowledge geotechnical related computer software for drilling and blasting in mines and quarries.