

	OFFICERS	PD CODE: ANPM/PD/M/E&E/004 APPROVED: G. DA SILVA <i>[Signature]</i>
	POSITION	CHECKED: J. GONÇALVES & E. DA COSTA
	DESCRIPTION	ORIGINATOR: R. DE ARAUJO
		ISSUE DATE : 25 OCT 2017
		REVISION NO: 0
<p>Position Title : Mineral Exploration Geologist - Officer</p> <p>Location and Department : Dili, Mineral Directorate</p> <p>Reporting Relationships : Refer to Organisation Chart No: ANPM</p> <p>Position line reports to : Manager – Exploration & Exploitation</p> <p>Positions line reporting to : Refer to Organisation Chart of ANPM</p>		

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 Investigate geological features to locate and measure potential mineral resources for subsequent promotion, exploration and commercialization.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS AND DELIVERABLES

- 3.1 Directly support and assist the Manager of Exploration and Exploitation to identify, assess, quantify and qualify mineral deposits;
- 3.2 Investigate potential mineral features in the territory of Timor-Leste
- 3.3 Take part in Survey and mapping of geologically promising sites
- 3.4 Develop geological reporting formats
- 3.5 Collect, record, and generate geological report from areas of interest
- 3.6 Examine and interpret geological data and information using specialized geological related softwares
- 3.7 Assisting manager on development of mineral resources and reserves database;
- 3.8 Evaluate geological aspects of license application and mineral operations activity and provide recommendation;
- 3.9 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 Geology and/or Geosciences
- 4.1.3 Experience and knowledge in exploration of mineral in the territory of Timor-Leste
- 4.1.4 Ability to work within a multidisciplinary team
- 4.1.5 Ability to analyze numerical and graphical data
- 4.1.6 Sufficient level English language communication skills - Speaking, Listening, Reading and Writing

- 4.1.7 Poses high level of personal initiative, awareness, and adaptability
- 4.1.8 Poses high degree of self motivation, ability to priorities 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 Windows XP, Microsoft Office and Lotus Note Software

4.2 Desirable

- 4.2.1 Working knowledge and Experience in mining industry will be advantage
- 4.2.2 Good knowledge in Geological related software including but not limited those for modeling, visualization, interpretation and analysis package and Geographic Information System.