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|  | OFFICERS | PD CODE: ANPM/PD/M/E&E/005 |
| | | APPROVED: G. DA SILVA  |
| | POSITION DESCRIPTION | CHECKED: J. GONÇALVES & E. DA COSTA |
| | | ORIGINATOR: R. DE ARAUJO |
| | | ISSUE DATE : 25 OCT 2017 |
| | | REVISION NO: 0 |
| <p>Position Title : Mineral Exploration Geophysics - 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 physical properties of geological features to determine 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 Utilize computer workstations to enhance geosciences interpretation by applying processing, modelling and mapping.
- 3.3 Compile, interpret, integrate and examine geophysical data for prospect generation and potential mining blocks evaluation
- 3.4 Develop geophysical reporting format, prepare and generate geophysical information and reports.
- 3.5 Facilitate the Mineral Directorate to collect and manage exploration data from companies
- 3.6 Perform Quality Control to the geophysical data
- 3.7 Conduct inspection and investigation necessary to ensure compliance with applicable framework
- 3.8 Evaluate geophysical 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 analyse 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 modelling, visualization, interpretation and analysis package and Geographic Information System.