

	<b>OFFICERS</b>	PD CODE: ANPM/PD/M/006
		APPROVED : G. DA SILVA
		CHECKED: E. DA COSTA
	<b>POSITION</b>  <b>DESCRIPTION</b>	ORIGINATOR: R. DANILSON
		ISSUE DATE : 7 JUN 19
REVISION NO: 0		
<b>Position Title</b> : Geotechnical Engineering Officer  <b>Location and Department</b> : Dili, Mineral Directorate  <b>Reporting Relationships</b> : Refer to Organisation Chart No: ANPM  <b>Position line reports to</b> : Manager – Exploration and Exploitation		

## 1. ROLE SUMMARY

- 1.1 The National Petroleum and Mineral Authority /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 areas and in the Joint Petroleum Development Area (JPDA), and Mineral extraction activities in accordance with the Decree Law on the establishment of the ANPM. The ANPM also tasked to regulate mineral operation activities in the territory of Timor-Leste in accordance with the applicable legal frame works. The role of this position is to assist manager of Exploration and Exploitation to ensure effective and efficient performance of the department.

## 2. KEY OBJECTIVES

- 2.1 To support the manager of Exploration and Exploitation to ensure effective and efficient performance of the department through proper assessment of geotechnical aspects of mines and quarries and monitor performance of the industry in accordance with applicable laws, standards and good industry practices.



- 2.2 To promote safe mines and quarry development through establishment of relevant geotechnical procedures and guidelines to ensure safe and consistent practice in the industry.
- 2.3 To evaluate and monitor industry's performance towards safe mines and quarry development and recommend safe industry practices from time to time.

### **3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS AND DELIVERABLES**

- 1.1. Assess geotechnical related plans and designs prepared by mining and quarry companies based on applicable standards and good industry practice;
- 1.2. Prepare and communicate geotechnical assessment results with mine and quarry companies;
- 1.3. Establish and maintain geotechnical data and information associated with mines and quarries development;
- 1.4. Establish, maintain and improve geotechnical related procedures and guidelines for internal use to ensure consistent approach with the industry;
- 1.5. Plan and organize geotechnical information session with industry;
- 1.6. Carryout geotechnical related inspections and monitoring to mines and quarries;
- 1.7. Investigate and report geotechnical incidents from mines and quarries development;
- 1.8. Perform any other duties as directed by super visor and/or senior management.

### **4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

#### **4.1 Essential**

- 4.1.1 Timorese Nationality; and holding a valid and proper Timorese citizen ID;
- 4.1.2 At least 1 year in working experience in the area of geotechnical;
- 4.1.3 Must hold a University Degree with a technical qualification in Geotechnical Engineering and Geological Engineering;
- 4.1.4 Able to show a good understanding in mining and quarry development;
- 4.1.5 Sufficient level English language communication skills - Speaking, Listening, Reading and Writing;
- 4.1.6 High level of personal initiative, awareness, and adaptability;
- 4.1.7 High degree of self-motivation, ability to priorities work and meet deadlines;
- 4.1.8 Strong team player and able to work well with team as well as independently;



4.1.9 Good knowledge of Windows XP, Microsoft Office and Lotus Note Software.

**4.1.1 Desirable**

4.2.1. Working experience with widely available Geotechnical software;

4.2.2. Working experience and mining industry and have worked in mine development projects.

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