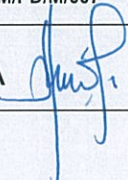
	ASSISTANT	PD CODE: ANPM/PD/M/007
		APPROVED : G. DA SILVA 
	POSITION DESCRIPTION	CHECKED: E. DA COSTA
		ORIGINATOR: R. DANILSON
		ISSUE DATE : 7 JUN 19
		REVISION NO: 0
<p>Position Title : Mineral Exploration Geophysics Assistant</p> <p>Location and Department : Dili, Mineral Directorate</p> <p>Reporting Relationships : Refer to Organisation Chart No: ANPM</p> <p>Position line reports to : Manager – Exploration and Exploitation</p>		

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 manager of Exploration and Exploitation to ensure effective and efficient performance of the department by assessing and ensuring proper technical assessment to submission and monitoring performance of industry.

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 Compile, interpret and integrate geophysical and geological data for prospect generation and potential mining blocks evaluation;
- 3.3 Utilize computer workstations to enhance geosciences interpretation by applying, processing, modelling and mapping. Contribute to the assessment of all geological and geophysical data and information, including the processing and interpretation of geological and geophysical data;
- 3.4 Facilitate the Mineral Directorate to collect and manage exploration data from companies and monitor quality of data provided;
- 3.5 Performing Quality Control to the geophysical data provided by third parties
- 3.6 Conduct inspection and investigation necessary to ensure compliance with applicable framework;
- 3.7 Prepare and generate geological and geophysical information and reports, develop reporting format and frequency at various levels;
- 3.8 Perform any other duties as directed by supervisor 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 Must hold a University Degree with a technical qualification in Geophysics;
- 4.1.3 Experience and knowledge in working with Geophysical tools;
- 4.1.4 Sufficient level 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 priorities 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 Windows XP, Microsoft Office and Lotus Note Software.

4.1.1 Desirable

- 4.2.1. Working experience with all Geophysical exploration tools;



- 4.2.2. Working experience with Geophysical tools such as; Magnetic Method, Gravity Method, Electromagnetic Method will be advantage;
- 4.2.3. Working experience in managing geophysical data.

