

	DIRECTORS	PD CODE: ANPM/RD/M-DE/001								
		APPROVED : G. DA SILVA								
	POSITION DESCRIPTION	CHECKED : E. DA COSTA & D. MARTINS								
		ORIGINATOR: J. GONCALVES								
		ISSUE DATE : 1 July 19								
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1. ROLE SUMMARY

- 1.1 The 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 exclusive jurisdiction areas and in the JPDA in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation and distribution of petroleum, natural gas and mineral resources. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 Coordinating mineral exploration and exploitation in the territory of Timor-Leste consistent with the Timor-Leste Mining Code and all other applicable laws.
- 2.2 Managing and directing mineral directorate's department to meet directorate's strategic plan objectives and day to day operations.
- 2.3 Creating and managing mineral resources data base within existing ANPM infrastructure and systems.
- 2.4 Directing and supervising departments with fundamental goal of achieving optimum performance and maintaining a strong, effective and reliable team.

- 2.5 Providing professional assistance and support to the Vice President, President and ANPM management on management of mineral resources.
- 2.6 Developing frameworks for sound management of mineral resources.
- 2.7 Providing strategic inputs as member of ANPM executives.

3. PRINCIPAL ACCOUNTABILITIES/DETAILS TASKS & DELIVERABLES

- 3.1 Ensure prospecting, exploration and development of mineral resources in Timor-Leste complies with the applicable laws and regulations in Timor-Leste;
- 3.2 Ensure effective coordination with relevant government entities, industry and public to streamline processes and facilitate management and administration of the mineral sector in Timor-Leste;
- 3.3 Ensure development and implementation of the directorate's strategic plan by setting up objectives and deliveries to be incorporated into the ANPM's plan;
- 3.4 Ensure adequate human resource recruitment and development to achieve the directorate's objective;
- 3.5 Supervise and coordinate assessment of submissions from proponents and issuance of relevant license
- 3.6 Ensure adequate internal processes, procedures and guidelines to implement the roles and functions of the directorate effective and efficiently;
- 3.7 Monitor and assess performance of managers to meet their respective department's objective;
- 3.8 Plan, implement and report on regular audits and inspections of facilities and sites where mining activities are carried out;
- 3.9 Monitor performance of license holders and ensure compliance to the applicable laws and regulations in the mining sector;
- 3.10 Ensure timely collection and distribution of royalty, fees other associated payments generated from mining activities;

- 3.11 Ensure sufficient dissemination of information related to the management and administration of mining sector in Timor-Leste to the industry and other government stakeholders;
- 3.12 Coordinate the development and implementation of mineral resource management database
- 3.13 Provide directions to managers to ensure that each departments perform to achieve their objectives
- 3.14 Promote excellence, optimum performance and reliable team within the directorate;
- 3.15 Coordinate with other directorates within the ANPM to ensure effective and efficient performance of the mineral directorate;
- 3.16 Provide support to Vice President, President and ANPM management on management of mineral resources.
- 3.17 Promote mineral resources prospectivity to attract investment in mining sector in Timor-Leste;
- 3.18 Ensure development of associated regulations and guidelines for effective and efficient implementation of the Mining Code;
- 3.19 Participate actively as member of ANPM management committee;
- 3.20 Any other duties as directed by the supervisor and/or senior management.



QUALIFICATION AND EXPERIENCE REQUIRED

4.1 Essential;

- 4.1.1. Must hold at least a master degree with technical qualification in the area of Geology, Geoscience or Mining; (Note: Applicants from other discipline and/or academic degree lower than a master degree may be considered, provided that they have more than 3 years' experience working in the area of Geology, Geoscience or Mining);
- 4.1.2. At least 3 year's experience working in the area management and exploration and exploitation mineral resources;
- 4.1.3. Timorese Nationality;
- 4.1.4. High level of 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 prioritise 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 Microsoft Windows XP, Microsoft Office and Lotus Notes Software and GIS software.

4.2. Desirable:

- 4.2.1 Ability to communicate in Portuguese, Tetum and/or Bahasa (written and verbal),

