

	ASSISTANT	PD CODE: ANPM/PD/M-E&G/003 APPROVED: F. FERREIRA <i>[Signature]</i> CHECKED: R. DE ARAUJO <i>[Signature]</i>
	POSITION DESCRIPTION	ORIGINATOR: J. GONÇALVES <i>[Signature]</i> ISSUE DATE: MAY 2022 REVISION NO: 0 PAGE 1 of 4
Position Title : Mineral Exploration Geologist Assistant Location and Directorate : Dili, Mineral Reporting Relationships : Mineral Geologist Officer Positions line reporting to : Refer to Organisation Chart No: ANPM		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 27/2019 of 27th August, 2nd amendment of Decree-Law No. 20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo, responsible for managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, Maritime Boundary Treaty and the Mining Code.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 To assist and support Mineral Exploration Geologist to guarantee effective and efficient performance of the department by ensuring the implementation of technical works in compliance with applicable law and regulation;
- 2.2 To actively take part in evaluating and reviewing geological aspects from applications for Mineral Rights and to take part in field works.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assist and support Mineral Exploration Geologist in conducting survey and mapping of geologically promising sites as well as identifying, quantifying and qualifying mineral deposit in the country;
- 3.2 Assist and support mineral exploration geologist in the investigation of potential minerals in the territory of Timor - Leste;
- 3.3 Assist and support mineral exploration geologist in collecting, recording, and generating geological reports from areas of interest;
- 3.4 Take part in evaluating and reviewing geological aspects of license application which include site visit for location assessment, mining plan assessment, mineral exploration and prospecting application; and general quarry and mines operations activity;
- 3.5 Perform geological data entry using dedicated inhouse data base system;
- 3.6 Conduct regular visit and monitoring to quarry and mine sites;
- 3.7 Perform other reasonable tasks as required by the ANPM Senior Management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Must hold at least Diploma (D3) with technical qualification in area of Geological Engineering and/or Geosciences;
- 4.1.2 Experience and knowledge in exploration of mineral in the territory of Timor-Leste;
- 4.1.3 Poses high degree of self-motivation, ability to work within a multidisciplinary team and ability to priorities work and meet deadlines;
- 4.1.4 Ability to communicate well in English;
- 4.1.5 Basic PC skills and experienced in using MS word, excel, PowerPoint and Lotus Notes and other relevant engineering software such Arc GIS and Global Mapper;
- 4.1.6 Poses high degree of self-motivation, ability to prioritise work and meet deadlines;
- 4.1.7 Strong team player and able to work independently;
- 4.1.8 Timor-Leste National.

4.2. Desirable

- 4.2.1. Working knowledge and experience in geological mapping project and mining industry which will be advantage;
- 4.2.2. Good knowledge in Geological related software including but not limited to those for modelling visualization, interpretation and analysis package and Geographic Information System.