

	MANAGER	PD CODE: ANPM/PD/M-H&S/001
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	POSITION DESCRIPTION	ORIGINATOR: J. GONÇALVES <i>[Signature]</i>
		ISSUE DATE: MAY 2022
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<p>Position Title : Manager – Mineral Health & Safety</p> <p>Location and Directorate : Dili, Mineral</p> <p>Reporting Relationships : Director – Mineral</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p>		

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 manage and coordinate department's performance to meet overall department's goal;
- 2.2 To ensure Mining Activities are carried out in accordance with applicable Health and Safety requirements set forth in the Mining Code and auxiliary regulations.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Manage subordinates' performance to meet department's objectives;
- 3.2 Plan and coordinate Health and Safety evaluations on applications for Mineral Rights including Licenses, Mineral Permit and Mining Contracts in Timor-Leste;
- 3.3 Assess and provide Health and Safety recommendation to Director for Technical and Operational for decision making purposes for the granting of Mineral Rights;
- 3.4 Coordinate and Prepare quarries and mines Health and Safety performance report;
- 3.5 Plan and coordinate regular Health and Safety operational meeting and carry out Health and Safety monitoring of Mining Activities, including Inspection, Investigation and Audit either to be carried out independently or with other departments;
- 3.6 Prepare and manage the department's action plan, operational budget and expenditure;
- 3.7 Ensure all quarries and mines Health and Safety data and information are recorded and securely archived within ANPM system;
- 3.8 Provide technical review on establishment of Auxiliary regulations under the Mining Code and ensure effective implementation of the regulations;
- 3.9 Coordinate the development of internal Health and Safety processes and procedures to respond to department's operational needs;
- 3.10 Coordinate with other relevant Government institution in regulating the Health and Safety aspect of quarries and mines in Timor-Leste;
- 3.11 Provide support to project-based initiatives within mineral sector;
- 3.12 Perform other reasonable tasks as required by the ANPM Senior Management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 At least holding a university bachelor Degree in Mineral Resource Management, Mining Engineering, Civil Engineering, Geotechnical Engineering, or Environmental Engineering;
- 4.1.2 Have minimum 4 years experience managing Health and Safety aspects in quarries and/or mines operations or in regulatory setting managing quarries and/or mines in the area of Health and Safety;
- 4.1.3 Applicants with other degrees/disciplines maybe considered provided that practical experience in quarries and/or mines Health and Safety exceeds a total of 5 years or in regulatory setting managing the Health and Safety aspect for the same duration of experience;
- 4.1.4 Timor-Leste National;
- 4.1.5 Experience in a technically complex and best practice regulatory work environment;
- 4.1.6 Have directly involved in planning and carrying out Health and Safety Inspection, Investigation and/or Audit;
- 4.1.7 Good understanding of the existing mineral regulatory framework;
- 4.1.8 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.9 Ability to manage subordinates;
- 4.1.10 Fluency in English (writing, reading, speaking and listening);
- 4.1.11 Strong interpersonal and team player - able to work with team as well independently;
- 4.1.12 High levels of personal initiative, awareness and adaptability;
- 4.1.13 Proficient in the use MS word, excel, PowerPoint, MS Outlook and familiar with technical software such as Global Mapper, AutoCAD, and ArcGIS.

4.2 Desirable

- 4.2.1 Ability to communicate fluently in Portuguese (Written & Verbal).