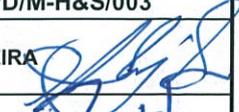
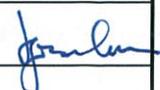


	<b>ASSISTANT</b>	PD CODE: ANPM/PD/M-H&S/003
		APPROVED: F. FERREIRA 
		CHECKED: R. DE ARAUJO 
	<b>POSITION DESCRIPTION</b>	ORIGINATOR: J. GONÇALVES 
		ISSUE DATE: MAY 2022
REVISION NO: 0 PAGE 1 of 4		
<p><b>Position Title</b> : Mineral Health &amp; Safety Assistant</p> <p><b>Location and Department</b> : Dili, Mineral Health &amp; Safety (H&amp;S)</p> <p><b>Reporting Relationships</b> : Health &amp; Safety Officer</p> <p><b>Positions line reporting to</b> : 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 support the Health and Safety Officer in evaluating Health and Safety related submissions for Mining Activities;
- 2.2 To support the Health and Safety Officer to implement Health and Safety related Inspections and audit;
- 2.3 To record and maintain Mining Activities Health and Safety statistics and performances.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assist Health and Safety Officer in organizing and carrying out assessment on H&S related submissions/applications and reports;
- 3.2 Assist Health and Safety Officer in planning, preparing and carrying out H&S related inspections and audit to ensure compliance to H&S requirements;
- 3.3 Assist Health and Safety Officer in producing Annual Industry H&S performance report;
- 3.4 Monitor implementation of corrective action plan and H&S performance of operators;
- 3.5 Compile and report H&S statistical data and information for internal and external use purpose and maintain compliance register;
- 3.6 Perform other reasonable tasks as required by the ANPM Senior Management.

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

### 4.1. Essential

- 4.1.1 Holding at least Diploma (D3) Qualification in Environmental Engineering or Environmental Science and/or Resource Management;
- 4.1.2 Minimum two (2) years experiences working in mines or quarries working in Regulatory Setting;
- 4.1.1 Applicants with other degrees/disciplines maybe considered provided that practical experience in quarries and/or mines Health and Safety exceeds a total of 3 years or in regulatory setting managing the Health and Safety aspect for the same duration of experience;
- 4.1.3 Experience in preparing H&S related documents and reports;
- 4.1.4 Understand Timor-Leste's General framework on OH&S requirements;
- 4.1.5 Understand H&S requirements within the newly promulgated Timor-Leste Mining Code;
- 4.1.6 Sufficient level of English language communication skills-Speaking, Reading, Writing and Listening;
- 4.1.7 Poses high degree of self-motivation, ability to prioritise work and meet deadlines;
- 4.1.8 Strong team player and able to work independently;
- 4.1.9 Basic computer skills and experienced in using MS word, excel, PowerPoint and MS Outlook;
- 4.1.10 Timor-Leste National.

### 4.2. Desirable

- 4.2.1. Ability to communicate fluently in Portuguese (Written & Verbal);
- 4.2.2. Working knowledge and experiences in Mining Industry.