

	ASSISTANT	PD CODE: ANPM/PD/M-Q&M/005
		APPROVED: F. FERREIRA
POSITION DESCRIPTION	CHECKED: R. DE ARAUJO	ORIGINATOR: J. GONÇALVES
	ISSUE DATE: MAY 2022	REVISION NO: 0 PAGE 1 of 4
	Position Title : Surveyor Assistant	
	Location and Department : Dili, Quarry & Mines Development & Operations	
Reporting Relationships : Mineral Development Extraction 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 support Mineral Development Extraction Officer in preparing, acquiring and processing of survey data and information using Unmanned Aerial Vehicle (UAV), geodetic and other engineering instruments;
- 2.2 To record and maintain survey data and information for mines and quarry using inhouse database system.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Plan and carry out drone surveys for mines and quarry to establish location boundaries, estimate material production and carry out mines and quarries survey for general monitoring purposes;
- 3.2 Prepare and maintain sketches, maps, reports, and descriptions of surveys;
- 3.3 Verify accuracy of survey data, including measurements and calculations conducted at survey sites;
- 3.4 Record survey results, including shape, contour, location, elevation, and dimensions of land or land features;
- 3.5 Compute geodetic measurements in order to determine positions, shapes, and elevations of geomorphic and topographic features using industry accepted software platforms;
- 3.6 Assist Mineral Development Extraction Officer maintaining database to support safe and optimum survey in mines and quarries;
- 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 At least Diploma (D3) or tertiary qualification in Geo information /Geodetic engineering or Civil Engineering;
- 4.1.2 Familiar with UAV drone (DJI phantom series) operations;
- 4.1.3 Have at least two years experience in surveying
- 4.1.4 Ability to communicate well in English (written and verbal);
- 4.1.5 Timor-Leste National;
- 4.1.6 Basic PC skills and experienced in using MS word, excel, PowerPoint, MS Outlook and other relevant software such as Arc GIS and Global Mapper;
- 4.1.7 Poses high level of personal initiative, awareness, and adaptability;
- 4.1.8 Poses high degree of self-motivation, ability to prioritise work and meet deadlines;
- 4.1.9 Strong team player - able to work with team as well independently;

4.2. Desirable

- 4.2.1. Working knowledge and experience in land Survey using Unmanned Aerial Vehicle;
- 4.2.2. Able to operate knowledge geodetic tools such as satellite observations, Global Navigation Satellite System (GNSS), Light detection and Ranging (LIDAR) or related sources;
- 4.2.3. Remote Pilot Aircraft (RPA) Certified.