


	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by : F. Ferreira 
		Checked by R. Araujo 
	GIP	Originated: J. Freija 
		Issue date : 29 September 2020
		Revision : 0
Program Title : Mining Engineering Directorate : Mineral Line reports to : Mineral Team		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 1/2016 of 9th February, 1st amendment of Decree Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore.

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.

As a public institution ANPM runs several programs to provide assistance for Timorese National in the area of work practices through one of the programs namely Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to them real work practice and work life to be a professional employees in the future and to assist their career advance once they seek for the job and work for certain organization in the future.

2. KEY OBJECTIVE

- 2.1.1 To understand the licensing process for Mineral activity according to Law and regulation in place
- 2.1.2 To understand and learn the role and function of exploration and exploitation activity within Mineral Directorate
- 2.1.3 To learn process of location approval within Mineral Directorate

3. PRINCIPAL ACCOUNTABILITY

- 3.1.1 To learn and understand the relevant legal basis in regulating mining activity in the region;
- 3.1.2 Learning and understanding the data compilation including the calculation method for resource and reserve estimation;
- 3.1.3 Learning and understanding the procedural steps in assessing mining proposal submitted by companies;
- 3.1.4 Learning the process of site visit activity from preparation stage, field acquisition, and report writing
- 3.1.6 Prepare a mining planning design for a selective quarry under a strict supervision of direct supervisors
- 3.1.7 Provide report and presentation when it is deemed necessary

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1.1 Timor – Leste National
- 4.1.2 Tertiary Qualification in Mining Engineering
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Ability to communicate well in English (written and verbal)
- 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, Global Mapper, Auto Cad, Surpac, etc.
- 4.1.6 Ability to work in a team and meet the deadline