



TIMOR GAP RARAHANA BLOCK, UNIPESSOAL, LDA
A Subsidiary Company of TIMOR GAP, E.P.

CBD2 Building, Level 3, Timor Plaza complex
 Rua Presidente Nicolao Lobato, Comoro
 Dili, Timor-Leste
 T. +670 331 1422 F. +670 331 1428
 www.timorgap.com

JOB DESCRIPTION

Employee's Name		
Job Title/Position:	Geoscientist – Exploration Manager	
Appointment by:	Managing Director	Term: 3 years <i>(can be renewed based on the company needs)</i>
Employment Contract type:	Fixed Term Contract	

Current Job Grade	
Current Team/Dept/Unit	TIMOR GAP RARAHANA BLOCK UNIP, LDA.
Reporting to	Managing Director
Qualification and Training or Experiences	Master's degree in Geophysics or Geology, or a related field; More than 7 years of working experiences in exploration management specially on onshore exploration activities in Timor Leste, being able to operate or understand Geoscience Software (Petrel, Kingdom, Techlog, etc)
Knowledge and Skill (Competences)	Technical Knowledge & Skills: Assist in the development and execution of exploration strategies to identify and evaluate potential reserves in the block; Oversee and manage exploration projects from inception through to completion,

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2. Two Original copies: one for job holder; another for HR Department

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	<p>including assisting supervisor in work program & budgeting, scheduling, and resource allocation; High degree of self-motivation, ability to priorities work/targets and ability to work within a team environment</p> <p>Communications skills:</p> <ul style="list-style-type: none">• Ability to communicate effectively in English (Writing, listening, reading and verbal)• Ability to communicate in Portuguese or Indonesia. <p>Leadership & Management Skills:</p> <ul style="list-style-type: none">• Able to work in a team• High integrity and commitment• A high degree of self-motivation, ability to prioritize work and set targets, and time management
Personal Attributes/quality	<p>Teamwork spirit, trustworthy, responsible, honest, assertive, positive leadership skills, purposefulness, attention to details, focus, well organized, communication skills and good interpersonal skills.</p>

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1. Role:

Geoscientist – Exploration Manager

2. Responsibilities:

2.1 Key responsibilities:

- Assist Managing Director in the development and execution of exploration strategies to identify and evaluate potential reserves in the block;
- Ensure all exploration activities adhere to regulatory requirements, industry standards, and safety protocols;
- Identify potential risks and develop mitigation strategies to address challenges in exploration operations;
- Accountable for performing his tasks in timely discipline and responsible manner in accordance with internal procedures and policies;
- Able to work in a multidisciplinary and multicultural working environment team alongside with other;

2.1 Principal Regular Tasks

- Supervise geological, geophysical, and engineering analyses to ensure accurate and timely data collection and interpretation;
- Carry out all due diligence in all operations including Geophysical Data Acquisition, Processing and Interpretation.
- Assist the Managing Director in preparing periodic activities report.
- Complete all projects related training requirement as part of continuous learning and skills development in the workplace.
- Understanding and managing an interface between the Geologists, Geophysicists, Petrophysics and also the Engineering team within TGRB.
- Undertake tasks/duties as directed by MD
- Liaise with the E&D team to ensure all relevant data is stored appropriately as required by the MD.
- Participate and carry out required activities in field trips, data acquisition planning and surveys.

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2.3 Other Tasks

In addition to the above key responsibilities and principal tasks, the following are part of the duties of Graduate Geoscientist:

- Ensure to strictly follows TIMORGAP office time rule as set out in the Leave & Working Hours Policy and note the absence and report to Geoscience manager
- Record daily or regular relevant tasks performed during the day for future references for project activity report writing
- Manage the quality data under TGRB
- Perform any other relevant duties which might be required from time to time by senior management/supervisor.

3. Authority:

Not Applicable

4. Accountability:

- Accountable for ensuring all the data used for performing daily tasks will not be shared and distributed to any third parties
- Accountable for ensuring fast learning within the team to take more responsibilities to accelerate career growth and achieves targets faster.
- Accountable for register and maintain prospects and leads for respective assets of TIMORGAP

5. Key Performance Indicators (KPIs):

Objectives1.			
Involve and assist technical evaluation perform for exploring TG Rarahana Block			
Intervention/Activity	Target Outcome	Baseline	Basis of verifying it
Assist Managing Director in in the development and execution of exploration strategies to identify and evaluate			Exploration strategies, evaluation/assessment and reserved are

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potential reserves in the block			identified and measurable
Assist MD to undertake prospect risking and volumetric for onshore blocks			Participate in the technical field trip, technical meeting and assist in preparing technical report
Assist MD prepare WP&B every period specially the technical aspect of the exploration period			WP&B are prepared in comprehensive and reliable way
Objectives 2.			
Documenting and recording project activities			
Ensure that all technical activities products of the projects such as report, progress update presentations must be printed, bound and properly documented for future references	Record and archive project documents in accordance with Data Management procedures		Any project activity report must be stored in both electronically and hardcopy in accordance with data management procedures.
Objectives 3.			
Continual improvement of the tasks and procedures			
Record daily any regular technical work processes/practice and controls that require improvement or adoption to be considered in the future	All the time	None of good work processes/practices and controls have been registered.	Use TG Continual Improvement Form to register and discuss the findings for future improvement
Submit weekly activity report to the MD	End of each calendar week		Every Friday to submit project activity report
Objectives 4.			
Observance & adoption of QHSE principles/behavioral in the job and workplace			

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Ensures the team apply and observe TIMOR GAP QHSE policies when doing their jobs	Lost time free (LTI) at all workplace and operational activities		Annual LTI free is achievable
Objectives 5. Observance & adoption of all other TIMOR GAP policies and procedures and uphold them (e.g. ethical behavior, time attendances, team work, sharing and mutual respects, etc.)			
Ensures the team apply and observe TIMOR GAP all other policies & procedures when doing their jobs	No incidents of violation or lack of attention to the policy & procedures in performing their jobs		No reports on mistakes and errors by team members registered. And/or if, there is, actions have been taken to address them

The information contained in this job description is a true and accurate reflection of the job as per the date specified.

Direct Supervisor :

Name:

Role/Job Title/Position:

Signature: Date:

Job Holder:

Name:

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Role/Job Title/Position:

Signature:..... Date:

Verified and Approved by the Head of the Unit:

Name:.....

Role/Job Title/Position:

Signature:..... Date:

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