



INSTITUTO DO PETRÓLEO E GEOLOGIA – INSTITUTO PÚBLICO
(IPG)

Terms of Reference

For

Laboratory Technician

**Division of Geological Investigation – Team of Laboratory & Core
Storage**

1. Background

The Institute of Petroleum and Geology (IPG), established in 2012 based on Decree-Law n° 33/2012 of July 18, is a public institution of the Timor-Leste Government, under the supervision of the Ministry of Petroleum and Minerals (MPM) with the objective of developing geological studies of mineral resources, including Timor-Leste's oil and gas, using modern technical and scientific basis, enabling the development of the country.

The main objective of IPG is the archiving, production, management, storage and dissemination of geological information, including, with regard to oil, gas and mineral resources, which serves as the basis for prospecting, research and exploration of mineral resources of Timor-Leste.

To achieve these objectives the IPG is organized by an operational Team that is composed of divisions and work Teams.

2. Objectives

The objectives of this Term of Reference is to provide Support Staff the responsibilities to do sample preparation (rocks, soil, stream sediments) for further analysis. The Support Staff should familiarize in operating rock cutting machine. The Support Staff is not also limited to other general matters related to this Term of Reference.

3. Scope of Work

3.1. General Assignments

- 3.1.1. Carry out sample preparation to produce standardized sample for analysis (Example: thin section for petrography analysis, acetate peel for paleontology analysis, conodont, residual and other geochemical analysis purpose);
- 3.1.2. Operating rock cutting machine to produce selected sample for further analysis;
- 3.1.3. Assist IPG technical staff during sample preparation by preparing short description for rock collection;
- 3.1.4. Collaborate with the Laboratory Assistant to ensure all materials and equipment are in good condition to use;
- 3.1.5. Collaborate with the Laboratory Assistant to identify laboratory materials and equipment that need to be maintained and purchased;
- 3.1.6. Assist in the preparation of space and materials for future mini museum;
- 3.1.7. Performs other responsibilities associated with this position as may be appropriate;
- 3.1.8. Performs any other duties as directed by the supervisor;

4. Performance Evaluation

- 4.1. The performance evaluation should be set annually and aligned with the Strategic and Annual Plan of the IPG;
- 4.2. The Performance Evaluation for Intern will be assessed directly by the Chief of Division of Geological Investigation and will be reported to the IPG's high level management and Human Resources (HR).

5. Requirements

- Timor-Leste Citizen;
- Must be fresh graduate from Bachelor degree in Geology or related discipline;
- Minimum 2.75 GPA or equivalent;
- Excellent in Microsoft Office program;
- Ability to communicate in English and Portuguese (Written and Verbal) is required;
- Working experience in laboratory at least 1 – 2 years and know how to manage the samples;
- Able to accept terms and conditions of internal Agreement and Confidentiality Agreement.