



**Timor  
Resources**

**TR Timor Leste Project Office**

Timor Plaza – Suite #303

CBD 3

Comoro, Dili - Timor-Leste

**JOB Description –**

**Title** : **Health Safety and Environmental Officer**  
**Reports to** : **Operation Manager**  
**Location** : **Dili, Timor-Leste (Only for Timorese National)**

**Health Safety and Environmental Officer**

Timor Resources is a privately-owned oil and gas company incorporated in Timor-Leste with an office in Dili. Timor Resources is the operator of two Production Sharing Contracts PSC-Ot-TI-17-08 and PSC-TL-OT-17-09

Timor Resources is seeking qualified candidates to apply for the position of Health Safety and Environmental Officer. The Health Safety and Environmental Officer is responsible for all HSE matters of operations in the field and the office. Your present is to ensure the company in compliance with relevant applicable laws in Timor Leste.

**Key Responsibilities**

- Provide all HSE support to the exploration activities of Timor Resources in the contract area,
- Responsible for the implementation of all Company Safety Management Systems, Standards and Safety Reporting
- Provide all necessary administrative support and documentation to complete, paperwork as requested to facilitate licence applications as directed by Senior Management.
- Respond to all Regulatory letters, emails and communication on behalf of Operator related to HSE matters.
- Review activities undertaken by field operatives to make recommendations for operational changes in process and procedure, to ensure risks are managed & best practice standards maintained.
- To systematically manage the safety and environmental regulatory review.

**Personal Attributes:**

- Able to work under pressure with less supervision, and work overtime if required to ensure all required submission or deadline is achieved satisfactory,
- Strong interpersonal skills, ability to communicate and manage well at all levels of the Company and with staff essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a sense of urgency and result-orientation.

**Please submit your application letter and Resume to Timor Resources office at CBD#3, Timor Plaza, Level #303 or email [Jobs@timorresources.com.au](mailto:Jobs@timorresources.com.au).**

**Applications close January 15 2021**