

**ZCCM-IH PLC**

**JOB DESCRIPTION**

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**JOB TITLE** : **TECHNICAL ASSISTANT- GEOLOGY**

**JOB GRADE** : **ZH5**

**DIRECTORATE** : **TECHNICAL DIRECTORATE**

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**1.0** **JOB PURPOSE**

- Assist exploration geologists in the planning and implementation of exploration projects, geological sample collection, preparation of geology/geological samples logs, cross sections, presentation slides etc.;
- Assist exploration geologists in preparation of prospect files and other documents for exploration and drilling campaigns;
- Assist exploration geologists in the evaluation of all available data and its incorporation into coherent and standard data bases to allow for timely and efficient access and interpretation thereafter;
- Carry out data loading activities under the direction of exploration geologists;
- Ensure good maintenance of sample, geological and other databases as required, under the direction of exploration geologists;
- Assist geologists in sample submission for processing and analysis by third party contractors including monitoring progress and QC of their reporting;
- Assist in the compilation and assembly of technical report packages in digital and hard copy form for internal and external work review;
- Liaise effectively with other technical staff to ensure effective delivery of geological reports, datasets, maps, analysis or interpretation as and when required;
- Assist where necessary with the administrative functions of the Technical Directorate.

**2.0** **KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES**

<b>KEY RESULT AREAS</b>	<b>PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)</b>
Strategic Plan	<ul style="list-style-type: none"><li>• Contribute effectively to the development and Implementation of Technical Directorate strategic plans</li></ul>

Annual Operating Planning and Budgeting	Action	<ul style="list-style-type: none"> <li>• Participate in the preparation of exploration budgets and oil and gas exploration work plans and budgets</li> <li>• Effective and efficient implementation and control the Exploration budget for Oil and Gas by avoiding waste.</li> </ul>
Exploration		<ul style="list-style-type: none"> <li>• Participate in the planning and execution of mineral and oil and gas exploration activities</li> <li>• Timely preparation and submission of quarterly reports for Oil and Gas Block1 licence as requested by the Ministry of Mines</li> </ul>
Leadership		<ul style="list-style-type: none"> <li>• Team person</li> </ul>
Reports		<ul style="list-style-type: none"> <li>• Review the reports from strategic partners on exploration works being implemented for oil and gas</li> <li>• Preparation of all geological reports in line with agreed timelines for internal use.</li> </ul>

## 2.1 REPORTING RELATIONSHIPS

- a) **Reports to:**  
Data Coordinator
- b) **Number and level of immediate subordinates:**  
None.

## 2.2 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

### **Professional Qualification:**

- Grade 12 Certificate
- Diploma in Mineral Science or equivalent
- Professional Membership with EIZ

### **Minimum Relevant Pre-Job Experience:**

- 3 years in a similar position

### **Skill Specifications:**

- Communication and interpersonal skills
- Good analytical skills
- Problem solving skills
- Computer skills
- Proficiency in Microsoft applications
- Valid and clean driver's licence

### **Other Attributes (Personality Traits)**

- Integrity
- Conscientious
- Attention to detail
- Logical thinking

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Job Holder's Name: Job Holder's Signature:

Supervisor's Name: Supervisor's Signature:

Date of Issue: