JOB PROFILE

A. Job Information	
Job Title:	**SENIOR GEOLOGICAL DATABASE & GIS ADMINISTRATOR**
Department:	Geology
Reporting To	Geology Manager – Adamus Resources
Base Location	Adamus Resources Limited, Nzema Gold Mine, Ghana
Position Type	Site-Based
Employment Type	Full-Time
Functional Coverage	Nzema Gold Mine operations and associated exploration projects

B. Job purpose:
A brief statement outlining the overall purpose/reason for the existence of the job (one or two sentences).
The Senior Geological Database & GIS Administrator will be responsible for the administration, integrity, security and continuous improvement of geological databases and Geographic Information Systems ("GIS") at the Nzema Gold Mine. The role will ensure the effective management of geological and spatial datasets supporting exploration, grade control, Mineral Resource estimation, mine planning and operational decision-making. A key priority will be to strengthen site-level database and GIS capabilities through robust data management procedures, standardised workflows, training and knowledge transfer to geological personnel. This will ensure continuity of critical data management functions and reduce operational dependence on individual specialists. The position will oversee the effective use of AcQuire as the primary geological database management platform, supported by Microsoft SQL Server, ensuring that geological data are accurate, validated, traceable and readily accessible to authorised users.

Responsibilities/Key Objectives:	
List five to eight major activities and contributions to the organisation for which this job is held accountable	
1	**Geological Database Management & Administration:** • Administer, maintain and optimise the site's acQuire geological database and associated Microsoft SQL Server environment. • Manage geological data capture, import, validation, reconciliation, storage and extraction processes. • Ensure the integrity and completeness of drilling, geological logging, sampling, assay, QAQC, survey, density, structural and geotechnical datasets. • Maintain database structures, data dictionaries, validation rules and geological coding conventions. • Develop and maintain SQL queries, database views and reporting tools to support geological operations. • Monitor database performance, troubleshoot system errors and resolve data integrity issues. • Administer authorised database user access, permissions and data security controls. • Coordinate database upgrades, system maintenance, backups and recovery arrangements with IT and relevant service providers. • Maintain appropriate database documentation, audit trails and change management records. • Support historical data consolidation, validation and migration where required.
2	**GIS Administration & Spatial Data Management** • Administer and maintain the mine's GIS platforms and associated spatial databases. • Manage geological maps, drillhole locations, exploration targets, mining boundaries, infrastructure and other relevant operational spatial datasets. • Ensure consistency in coordinate reference systems, spatial data structures, naming conventions and mapping standards. • Maintain accurate and up-to-date spatial datasets for exploration, grade control and resource development activities. • Facilitate integration of GIS datasets with geological databases, geological modelling and mine planning applications. • Provide GIS mapping, spatial analysis and data management support to geology and technical services teams. • Support the maintenance and verification of mining leases, exploration licences, concession boundaries and associated spatial records.

	• Develop standardised GIS templates and mapping outputs for technical reports, operational reviews and management presentations. • Ensure appropriate archiving, version control and traceability of critical spatial datasets.
3	**Geological Data Quality Assurance & Governance** • Establish and maintain effective geological data validation, verification and quality assurance procedures. • Ensure drilling, sampling, assay, QAQC and survey datasets are appropriately validated before release for geological modelling and Mineral Resource estimation. • Conduct routine database integrity checks and resolve identified data discrepancies. • Maintain traceability of geological data, including database changes, corrections and approvals. • Develop and implement standard operating procedures for geological data management. • Support geological data assurance requirements for Mineral Resource estimation and technical reporting, including applicable JORC requirements. • Coordinate data retention, archiving, backup and recovery procedures with IT. • Identify and address risks relating to data loss, incomplete records, inconsistent practices and unauthorised modifications. • Ensure compliance with approved company data management standards and procedures.
4	**Site Capacity Development & Knowledge Transfer** • Develop and implement a structured training and capacity-building programme for designated geological personnel. • Train and mentor site personnel in database administration, geological data capture, validation, QAQC, reporting and GIS applications. • Establish standardised data management workflows across exploration, grade control and resource geology functions. • Prepare user manuals, standard operating procedures and training materials. • Develop sufficient internal capability for designated personnel to independently undertake routine database and GIS activities. • Establish appropriate knowledge transfer and succession arrangements to reduce reliance on individual specialists. • Assess the competency of trained personnel and identify areas requiring further development. • Provide ongoing technical guidance, coaching and refresher training to maintain site capability.

5	**Systems Integration & Continuous Improvement** • Review existing database and GIS systems and identify opportunities to improve efficiency, reliability and data accessibility. • Support integration of geological databases with field logging systems, laboratories, geological modelling software and mine planning applications. • Develop automated data validation, extraction and reporting processes where practical. • Coordinate historical data consolidation, migration and validation activities. • Work with IT and software vendors to resolve technical issues and implement approved system improvements. • Support the implementation of consistent database and GIS standards aligned with broader company requirements. • Evaluate opportunities to improve geological data management through appropriate technology and process improvements.
6	**Operational Support & Reporting** • Provide timely geological data extracts and GIS outputs to exploration, grade control, resource geology and mine planning teams. • Support routine geological reporting, QAQC reviews, reconciliation and Mineral Resource updates. • Maintain a register of database and GIS issues, corrective actions and system improvements. • Prepare periodic reports on database integrity, GIS system performance and data quality. • Provide technical advice to the Geology Manager on database and GIS requirements, risks and improvement priorities. • Liaise with external laboratories, consultants and software providers on relevant data management matters.

Qualification and Experience	
The minimum qualifications, skills, knowledge, experience and behavioural attributes are required to perform the job competently.	
Minimum qualification/s Experience (A basic summary of the previous level of experience required to start in the position)	• Diploma or degree in Geology, Geological Engineering, GIS, Geoinformatics, Information Technology, Computer Science or a related discipline. • Demonstrated professional competency in geological database administration, relational databases and GIS systems. • Relevant professional certifications in acQuire, SQL Server or GIS systems will be highly regarded.
Skills and Experience	• Minimum 7-10 years of relevant professional experience in geological database management or administration within the mining or mineral exploration industry. • Demonstrated hands-on experience administering acQuire geological database systems. • Strong working knowledge of Microsoft SQL Server, SQL querying, relational database structures and data validation. • Practical experience managing exploration, grade control, geological logging, assay and QAQC datasets. • Working experience with GIS applications such as ArcGIS Pro, QGIS or equivalent platforms. • Experience in geological database setup, migration, validation, maintenance and troubleshooting. • Demonstrated experience developing database procedures, validation controls and data management workflows. • Proven ability to train and support geological personnel in database and GIS applications. • Sound understanding of geological data requirements for Mineral Resource estimation.
Desirable Experience	• Experience managing geological databases across multiple mining operations or exploration projects. • Experience implementing or upgrading acQuire database environments. • Advanced SQL scripting, Python, Power BI or other relevant automation and reporting capabilities. • Experience developing or administering enterprise GIS databases.

	• Experience in historical geological data consolidation and migration. • Familiarity with JORC reporting requirements and associated geological data assurance processes. • Experience working in West African mining operations.

Technical Competencies
The successful candidate should demonstrate: • Advanced proficiency in acQuire geological database administration. • Strong SQL Server and relational database management skills. • Practical GIS administration, spatial data management and mapping capabilities. • Sound understanding of geological data structures, drilling workflows and sampling QA/QC. • Competence in geological data validation, reconciliation and database auditing. • Ability to develop SQL queries, configure database views and support automated reporting. • Knowledge of database security, backup, recovery and data retention principles. • Experience with geological database migration and systems integration. • Understanding of geological modelling and Mineral Resource estimation data requirements. • Ability to diagnose and resolve database and GIS technical issues.

Behavioural & Leadership Competences
• Strong commitment to data integrity, accuracy and professional accountability. • High attention to detail and analytical problem-solving capability. • Ability to work independently and manage competing operational priorities. • Strong communication and stakeholder engagement skills. • Demonstrated ability to coach, train and develop technical personnel. • Strong organisational, documentation and process improvement capabilities. • Practical, hands-on approach to operational problem-solving. • Collaborative approach to working with geology, mining, technical services and IT teams. • Commitment to confidentiality, professional integrity and continuous improvement.

Position Authority & Accountability
The Senior Geological Database & GIS Administrator will: • Act as the site's technical custodian for geological database and GIS administration.

- Maintain approved database structures, validation procedures and GIS standards.
- Administer authorised database and GIS user access in accordance with company policies.
- Provide technical guidance, training and support to designated geological personnel.
- Coordinate with operational teams to resolve material data integrity and systems issues.
- Escalate significant database integrity, security and system availability risks to the Geology Manager and IT, as appropriate.
- Recommend and implement approved improvements to database and GIS systems.

The Geology Manager and designated geological personnel will remain accountable for the accuracy, completeness and timely capture of geological data generated through their respective operational activities.

IT will retain responsibility for enterprise infrastructure, cybersecurity and related technology controls unless otherwise formally delegated.

Key Working Relationships

Internal

- Geology Manager - Nzema Gold Mine
- Exploration Superintendent
- Mine Geology Superintendent
- Mine Geologists and Grade Control Teams
- Resource Geologists
- Mine Planning and Technical Services Teams
- Site IT Department
- Group Geology Function

External

- acQuire and GIS software vendors
- Geological database and IT service providers
- Laboratories and geological data service providers
- External resource consultants and technical auditors

Work Location, Rotation & Travel

The position is based at the Nzema Gold Mine, Ghana, under the site's approved employment and roster arrangements.

The position holder will be expected to provide regular on-site support to geological operations and work closely with exploration, grade control and resource geology teams.

Travel to other company operations may be required from time to time, subject to operational requirements and appropriate management approval.

Expected Outcomes

The position is expected to deliver the following outcomes:

1. **Operational Continuity**: Reliable and uninterrupted geological database and GIS support to Nzema Gold Mine operations.
2. **Improved Data Integrity**: Accurate, validated, secure, traceable and auditable geological and spatial datasets supporting operational and technical decisions.
3. **Standardised Systems**: Consistent database structures, GIS standards, validation protocols and data management procedures.
4. **Site Capacity Development**: Competent site personnel capable of independently managing routine database and GIS activities, reducing reliance on individual specialists.
5. **Operational Efficiency**: Improved geological data management workflows, systems integration, reporting and accessibility.
6. **Sustainable Site Capability**: A reliable and resilient site-level geological database and GIS management function supported by documented procedures, knowledge transfer and appropriate succession arrangements.

Position Summary

The Senior Geological Database & GIS Administrator is a critical technical position within the Nzema Gold Mine Geology Department, responsible for maintaining the integrity, reliability and effective administration of geological databases and GIS systems.

Beyond routine database administration, the role will strengthen site-level capability through systems improvement, standardised procedures, training and knowledge transfer.

The overall objective is to establish a reliable and sustainable geological data management environment that supports operational efficiency, Mineral Resource confidence and informed technical decision-making at Nzema Gold Mine.

L. Job description agreement				
The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.				
We the undersigned agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.				
Title	Name	Employee Number	Signature	Date