


	PROGRAM DESCRIPTION AND SYLLABUS		PD CODE : GIP/05//06/02/07						
			Revision : 2						
			Issue date : 1st April 2024						
Directorate : Health, Safety and Environment (HSE) Department : Health and Safety Communication line reports : Health and Safety Team Program Duration : 6 Months									
<h2>Health and Safety Internship</h2>									
Signatures:   									
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Role & Name:</td> <td style="width: 20%;">Revised by: Process Safety Assessment Officer M. de Oliveira</td> <td style="width: 20%;">Checked by: CoM Officer G. Barreto</td> <td style="width: 20%;">Acknowledged by: HSE Director In- Charge G. da Silva</td> <td style="width: 20%;">Approved by: President of ANP G. da Silva</td> </tr> </table>					Role & Name:	Revised by: Process Safety Assessment Officer M. de Oliveira	Checked by: CoM Officer G. Barreto	Acknowledged by: HSE Director In- Charge G. da Silva	Approved by: President of ANP G. da Silva
Role & Name:	Revised by: Process Safety Assessment Officer M. de Oliveira	Checked by: CoM Officer G. Barreto	Acknowledged by: HSE Director In- Charge G. da Silva	Approved by: President of ANP G. da Silva					

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023, of 6th September, 3rd amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANP, the Timor-Leste Petroleum Activities Law and Maritime Boundary Treaty.

The ANP is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

As a public institution ANP runs several programs to provide assistance for Timorese national in the area of work practices through one of the programs namely Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to them to real work practice and work life to be a professional employees in the future and to assist their career advance once they seek for the job and work for certain organization in the future.

2. KEY OBJECTIVES

- 2.1 To gain experience and understanding of the health, safety and environment aspects within the oil and gas industry.
- 2.2 To gain experience and understanding of applicable legal framework to maintain good practice of health, safety and environment to ensure operators manage risk to as low as reasonably practicable (ALARP) and
- 2.3 To gain experience and understanding of hazards and risk to the health, safety and environment and mitigation measures that relevant to Petroleum operations.
- 2.4 To be knowledgeable of the nature of work in oil and gas industry
- 2.5 To be sufficiently proficient in English language skills for oil and gas industry

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Learn and understand the role of the ANP as regulatory authority and its jurisdictions areas;
- 3.2 Learn and understand hazard and risk associated with the petroleum activities in relation to each of petroleum phases and how it is regulated;
- 3.3 Learn and understand the applicable legal framework on health and safety under ANP jurisdiction and health and safety regulatory submission for all petroleum phases;

- 3.4 Learn and understand the content of the key documentations required under applicable legal framework;
- 3.5 Learn and understand occupational health and safety versus process safety hazards & its associated risks;
- 3.6 Learn and understand the health and safety inspection objectives and its process;
- 3.7 Learn and understand the health and safety documents submission review cycles and its process; and
- 3.8 Learn and understand on how to monitor operator's health and safety performances.
- 3.9 Sharing knowledge and skills gained from the GIP include field observation or site visit under the directorate when required.
- 3.10 Submit a final report and deliver a presentation of the all learning topics particularly health and safety under the GIP.

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor – Leste National
- 4.2 Tertiary Qualification in Petroleum Engineering, Industrial Engineering, Chemical Engineering, Mechanical Engineering, Electrical Engineering, bachelor on health and safety, safety engineer and/or other relevant Engineering
- 4.3 Minimum 2.5 GPA on all coursework graduate credit
- 4.4 Able to communicate or understand in English (written and verbal)