	PROGRAM DESCRIPTION AND SYLLABUS	PD CODE	: GIP/05//06/02/014
		Revision	: 2
		Issue date	: 1st April 2024

Directorate	:	Corporate Services (CS)
Department	:	Human Resource and Development (HRD)
Communication line reports	:	HR Officer and Career Management Officer
Program Duration	:	6 Months

Human Resource and Development (HRD) Internship

Signatures:				
Role & Name:	**Revised by:**	**Checked by:**	**Acknowledged by:**	**Approved by:**
	CoM Officer	HRD General Manager	CS Director	President of ANP
	G. Barreto	**Zpires**	**H. Amaral**	**G. da Silva**

1. ROLE SUMMARY

The National Petroleum Authority/ Autoridade Nacional do Petróleo (ANP) is a Timor Leste's Timor-Leste public institution, created under Decree Law No. 62/2023 of 6th August, 3rd amendment to Decree-Law No.20/2008 of 19th June, on the establishment of 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 and natural gas resources. It is also tasked to develop a strong petroleum 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 OBJECTIVE

2.1 To gain experience about the role and function of the Human Resource and Development (HRD) Department in order to have better understanding on HRD related issues.

2.2 To capacitate the development of the GIP skills, knowledge, and experience and be ready to expose to the real workplace environment.

2.3 To be knowledgeable of the nature of work in oil and gas industry

2.4 To be sufficiently proficient in English language skills for oil and gas industry

3. PRINCIPAL ACCOUNTABILITY

3.1 Maintain and ensure presence in the office within the program period.

3.2 Expected to communicate with supervisors effectively regarding absence to the office due to sick, personal matters, etc.

3.3 Learn on employment recruitment and selection process for hiring new employees. The assistance covers data entry on applicant information, distribute interview documents to the SAC members and other administrative arrangements.

3.4 Learn on Employee Annual Performance Review Forms.

3.5 Learn on how to record and track employees' attendance, and leaves applications for payroll arrangement.

3.6 Learn on the recruitment and selection process for Graduate Internship Program

3.7 Learn on the Final Year Project activity (Field Study and Data Information Collection) including its process and implementation.

3.8 Learn on Competency Management System policy and procedures and their application within the ANP.

3.9 Learn on Career Management System and its application to the ANP staff.

3.10 Learn on how to track the competency management training and/or courses attended by ANP staff using Training Tracker Software.

4. QUALIFICATIONS, SKILLS, AND PERSONAL ATTRIBUTES

4.1 Essential

4.1.1 Must be Timor – Leste National

4.1.2 Tertiary Qualification in Human Resource and/or Management; Economy Management, and Education and/or Training.

4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;

4.1.4 Ability to communicate well in English (written and verbal);

4.1.5 A high degree of self motivation, time management, use initiative and set targets;

4.1.6 Ability to demonstrate a high level of confidentiality and business ethics;

4.1.7 High degree of computer literacy

4.2 Desirable

4.2.1 Good working knowledge of:

- Lotus Notes
- Internet