	PROGRAM DESCRIPTION AND SYLLABUS	PD CODE : GIP/05//06/02/015
		Revision : 3
		Issue date : 1st April 2024

Directorate	:	Corporate Services (CS)
Department	:	Information, Communication and Technology (ICT)
Communication line reports	:	ICT team
Program Duration	:	6 Months

Information, Communication and Technology Internship

Signatures:

Role & Name:	**Revised by:**	**Checked by:**	**Acknowledged by:**	**Approved by:**
	IT Manager	CoM Officer	CS Director	President of ANP
	R. Freitas	**G. Barreto**	**H. Amaral**	**G. da Silva**
	IT Helpdesk Officer,			
	J. Quintino			

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 stromg 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 the Timorese graduates to introduce to them to real work practice and work life to be a professional employee 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 be knowledgeable of the nature of work in oil and gas industry
2.2. 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 with IT Helpdesk team in managing the request from user end of Hardware, software, network, data sharing, audio and video conference, and telephone system through the helpdesk system.

3.4 Learn with IT Helpdesk team in managing day to day IT requests through the application of manage engine.

3.5 Learn with IT Helpdesk team on how to troubleshoot IT issues such as printer, Windows Operations Systems, data cabling including making the repair and maintenance of damage laptops.

3.6 Learn with IT Helpdesk team in managing Voice over Internet Protocol (VoIP) System,

3.7 Learn with IT Helpdesk team in managing wireless system,

3.8 Learn with IT Helpdesk team in monitoring abnd resetting users'windows authentication .

3.9 Learn with IT System Analyst to deal with relevant directorate for website publication.

3.10 Learn with IT System Analyst to create new database template based on user end needs.

3.11 Learn with IT System Analyst in monitoring and managing ANP's E-license, E – recruitment,etc.

3.12 Learn with IT System Analyst in managing and monitoring file transport protocol (FTP).

3.13 Learn with IT System administrator in managing and monitoring Virtual server

3.14 Learn with IT System Administrator on how to plan, analyse, configure and manage data backup

3.15 Learn with IT System Administrator on configuring basic Cisco networking.

3.16 Learn with IT Information system and network security on basic IT security system such as: proxy, firewall, ids/ips, antivirus, etc.

3.17 Learn with information system and network security on basic networking

2.17 Sharing knowledge and skills gained from the program to the field study students under the directorate when required.

2.18 Submit a final report and deliver a presentation on the all learning topics under the GIP

4. **QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES**

4.1 Essential

4.1.1 Must be Timor – Leste National

4.1.2 Tertiary Qualification in Information Technology Science

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 Knowledgeable of computer literacy

4.2 Desirable

4.2.1 Good working knowledge of:

- Information Technology Infrastructure Library

- Network infrastructure management

- Computer networking

- Website Design and Database

- Application Programming