



PROGRAM DESCRIPTION

AND

SYLLABUS

PD CODE : GIP/05//06/02/09

Revision : 2

Issue date : 1st April 2024

Division : Stakeholders Engagement and Local Content Enforcement
Department : Local Content Enforcement
Communication line reports : Local Content Enforcement team
Program Duration : 6 Months

Local Content Enforcement Internship

Signatures:

Role & Name:

Revised by:
General Manager –
Local Content
Enforcement,
E. Martins

Checked by:
CoM Officer
G. Barreto

Acknowledged by:
Vice President
Q. Bere

Approved by:
President of ANP
G. da Silva

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is a 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 minerals. 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 Timor-Leste National in the area of work practices through one of the programs namely the 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 employee in the future and to assist their career advance once they seek for the job and work for a certain organization in the future.

2. KEY OBJECTIVE

- 2.1. To learn the important roles of the local content to enhance Timor-Leste Nationals on the training and employment in petroleum operation in the Timor-Leste area and JPDA;
- 2.2. To learn the PSC procurement processes in general starting pre-tender to contract award, to ensure all information and correspondences are well-minute and managed;
- 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 the oil and gas industry

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within the program period;
- 3.2 Expected to establish effective communication with supervisors and LC team regarding to absence to the office due to sick, personal matters;
- 3.3 To attach to the Local Content Procurement Officer in the area of PSC procurement processes starting pretender to contract award, to ensure all information and correspondences are well minuted and managed;
- 3.4 To work closely with the LC team in attending regular LC project meetings and taking meeting minutes;

- 3.5 To work closely with the LC team in facilitating internal and external LC meetings with stakeholders;
- 3.6 To learn the enhancement of economic contributions towards local economic development through local suppliers' participation in providing services to the petroleum operation;
- 3.7 To learn how ANP ensures the implementation of local content commitment by operators and its sub-contractors;
- 3.8 To learn the Local Content diversification project implementation mechanism and coordination process with stakeholders.
- 3.9 Learn any other learning materials as indicated in the approval syllabus in place
- 3.10 Submit a final report and deliver a presentation on all learning topics under the GIP

4 QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.10.1 Must be Timor-Leste National
- 4.10.2 Tertiary Qualification in *Human Resource, Social Science* and/or *Management*;
- 4.10.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.10.4 Ability to communicate well in English (written and verbal)
- 4.10.5 Ability to demonstrate a high level of confidentiality and business ethics
- 4.10.6 Ability to work in a team.