



PROGRAM DESCRIPTION

PD CODE : GIP/P/ANP/301

Revision : 0

Issue date : 27st March 2025

Directorate : President Office
Department : Media and Communication Unit
Communication line reports : Media and Communication team
Program Duration : 6 Months

Media and Communication Internship

Signatures:

Role & Name:

Originated by:
Communication Officer
D. da Silva
Communication Assistant,
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Checked by:
CCM Assistant
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Acknowledged by:
General Manager of
HRD
Zpires

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 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 have handon experiences in Media and Communication role in the ANP.

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 Media and Communication team in managing the request from Presiden and relevant directorate for design banner, flyer, invitation; drafting media release, organizing the anp event, making documentation (pictures and video), video editing, organising media participation in ANP activity, managing website and social media, manage and producing visual such as video, audio and electronic materials.
- 3.4 Learn with Media and Communication how to prepare media plan and manage media coverage for any ANP activities.
- 3.5 Learn with Media and Communication team how to liaise with President and Executive Directorates to respond to the enquires from the public, media and organizations
- 3.6 Learn with Media and Communication team how to draft and check any public information such as ANP advertisement

- 3.7 Learn with Media and Communication team how to organize media participation in ANP essential activities such as launching any petroleum activities, media conference, media release and etc;
- 3.8 Learn with Media and Communication team how to organize special event such as open days, visits, exhibitions, conference and media tours;
- 3.9 Learn with Media and Communication how to manage the publication in the website and media social;
- 3.10 Learn with Media and Communication team how to arrange, draft and edit production of ANP brochures, pamphlets and flyer.
- 3.11 Learn with Media and Communication team how to draft the annual report;
- 3.12 Learn with Media and Communication team how draft plan and program including budget for media and communication team
- 3.13 Learn with Media and Communication team how arrange interview with journalist, prepare and distribute media release;
- 3.14 Learn with Media and Communication team how to provide summary on media coverage to ANP Management;
- 3.15 Learn with Media and Communication team how to do media tracking on media coverage regarding to Petroleum activities;
- 3.17 Sharing knowledge and skills gained from the program to the field study students under the directorate when required.
- 3.18 Submit a final report and deliver a final 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 Public Relation, Communication and Journalist, International Relation, or/and related discipline.
- 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);

4.2 **Desirable**

- 4.2.1 A high degree of self motivation, time management, use initiative and set targets;
- 4.2.2 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.2.3 Knowledgeable of computer literacy

4.2.4 Good working knowledge of:

- Public Relation and Media Communication
- Design software (Photoshop, Coreldraw and Canva)
- Video Editing Software (Adobe Priemer Pro, Imovie, Cupcat, Inshot)