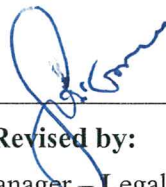
	PROGRAM DESCRIPTION AND SYLLABUS	PD CODE : GIP/05//06/02/03
		Revision : 1
		Issue date : 1st April 2024
Directorate :	Legal and Commercial	
Department :	Legal	
Communication line reports :	Legal team	
Program Duration :	6 Months	

Oil and Gas Legal Framework Internship

Signatures:






Role & Name:

Revised by:
 Manager – Legal
 Commercial
J. Celestino

Checked by:
 CoM Officer
G. Barreto

Acknowledged By:
 L&C Director
C. Alves

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 establishment of 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, Carbon Capture Utilization and Storage, Hydrogen, and Synthetic Fuel.

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 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 learn with legal team to monitor and evaluate Petroleum Activities in Timor-Leste Area on the ground of the statutory requirement established under the Petroleum Activities Law and other relevant legal frameworks.
- 2.2 To learn with legal team to provide legal support to all directorates on matters relating to petroleum activities in the Timor-Leste areas.
- 2.3 To learn on how ANP ensures the operators, and its sub-contractors comply with legal framework in Timor – Leste areas.
- 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 ACCOUNTABILITY

- a. Maintain and ensure presence in the office within working hours and during the program period;
- b. Learn on how to conduct legal research and analysis;
- c. Learn on how to review and improvement of PSC model, regulations, directions, guidelines and any contracts;
- d. Learn on how to prepare written brief and opinions on legal issues;
- e. Learn on how to draft regulations, directions, guidelines and procedures where necessary;
- f. Learn on how to develop the ANP policies;

- g. Expected to establish effective communication with supervisors and legal team regarding to absence to the office due to sick and personal matters;
- h. Attend regular meeting to practice minutes taking skills;
- i. Coordinate closely with legal team to practice other required tasks for learning purpose whenever needed;
- j. Share knowledge and skills gained from the program to the students from the same field of study under the directorate when required;
- k. Submit a final report and deliver a presentation on all learning topics under the GIP.

4. QUALIFICATION, SKILLS AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must be Timor-Leste National
- 4.1.2 Tertiary Qualification in Law Degree
- 4.1.3 Minimum 2.5 GPA on all coursework graduate credit
- 4.1.4 Able to communicate or understand in English (written and verbal)
- 4.1.5 Ability to demonstrate a high level of confidentiality and business ethics.

4.2 Desirable

- 4.2.1 Good knowledge on Lotus Notes & Internet
- 4.2.2 Ability to communicate in Portuguese, Tetum and or/Bahasa Indonesia (Written & Verbal).