



PROGRAM DESCRIPTION

(PD)

PD CODE : GIP /05/06/02/10

Revision : 0

Issue date : October 1, 2024

Division : Stakeholders Engagement and Local Content Enforcement

Department : Stakeholders Engagement (SE)

Communication line reports : SE Team

Program Duration : 6 Months

Stakeholders Engagement Internship

Signatures:

Role & Name:

Revised by:

General Manager –
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Enforcement,
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Checked by:

Competency
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Acknowledged By:

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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 and mineral management institution in Timor-Leste.

As a public institution ANP carry's out several programs in to providing e assistance for Timor - Leste National in the area of work practices through one of the programs namely Graduate Internship Program (GIP), which is to assist Timorese graduates, introduce to them to real work practices and experience professional working environment where they are qualified to compete in the job market a as prepare for future suitable career opportunities.

The stakeholder's engagement aims to establish a proactive coordination between all relevant parties and institutions ranging from International, national and community levels which potentially involve directly or indirectly with the petroleum operations activities where to strengthen participation in the implementation of Local Content.

2. KEY OBJECTIVE

- 2.1. To learn the importance of Stakeholders Engagement roles in the implementation of local content through the enhancement of Timor-Leste Nationals employment and training in petroleum operation in Timor-Leste;
- 2.2. To learn the importance of Stakeholders Engagement roles in encouraging active participation of stakeholders in the petroleum operation in Timor-Leste.
- 2.3. To know the key stakeholders
- 2.4. To learn the strategies of stakeholder's engagement in the implementation of Local Content commitments and local Content diversification projects
- 2.5. Facilitate the ANP management and the relevant entities, as well as local communities in settling certain issues that might arise in relation to the executions of the exploration and development activities.
- 2.6. Ensure a maximum public and community awareness, as well as good cooperation from the local authorities and local communities in supporting executions of the Local content project.

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure attendance of the GIP no less than 75% during the program period.
- 3.2 Expected to establish effective communication with supervisors and Stakeholders team regarding daily attendance to the office due to sick, personal matters;
- 3.3 To attach to the Stakeholders team in area of stakeholders' engagement
- 3.4 To attach to the LC team in attending regular MCM and LC project meetings and take part in site visits and to take 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 implementation of Local Content and Procurement of Goods and Services giving impact to the local economic development.
- 3.7 Responsible for ensuring a maximum public and community awareness, as well as good cooperation from the local authorities and local communities in supporting executions of the exploration activities;

- 3.8 Responsible for facilitating the ANP management and relevant entities, as well as local communities in settling certain issues that might arise in relation to the executions of the exploration activities,
 - 3.9. To learn on how ANP ensures the implementation local content commitment by operators and its sub-contractor.
 - 3.10. Learn to work closely with team members across various department to ensure cohesive stakeholder engagement efforts.
 - 3.11. Support the planning and execution of stakeholder engagement events, such as workshops, forum and community meetings.
 - 3.12. Help coordinate with logistics, including venue selection, participant invitations and materials preparations.
 - 3.13. To learn the Local Content diversification project implementation mechanism and coordination process with stakeholders.
 - 3.14. Learn any other learning materials as per indicated at the approval syllabus in place.
 - 3.15. Deliver a presentation on all learning topics under the GIP
- Conduct a final presentation and submit a final GIP report upon the conclusion of the program..

4 QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

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