

	<b>PROGRAM DESCRIPTION</b>	<b>PD CODE: ANP/05/05/006/10F</b>
		<b>Approved by : G. Da Silva</b>
		<b>Checked by : Nelson de Jesus</b>
	<b>GIP</b>	<b>Originator : Sandra Ribeiro; Egidio da Costa</b>
		<b>Issue date : 9<sup>th</sup> Nov 2017</b>
		<b>Revision : 0</b>
<b>Position Title : Downstream Administration Intern</b>		
<b>Directorate : Downstream</b>		
<b>Position line reports to : Administration Officer &amp; Public Registry Officer</b>		
<b>Program Duration : 6 Months</b>		

## 1. ROLE SUMMARY

The National Petroleum Authority/ Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's body responsible of managing and regulating petroleum activities in the Timor Lestes' exclusive jurisdiction areas and in the JPDA in accordance with the Decree-Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANPM 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 ANPM 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 to 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

The objective of this program is:

- 2.1 To introduce to the intern the real work practice particularly in the administration of fuel trading activity documentations and approval process in the performance of trading activity;

- 2.2 To introduce to the intern about the administration of licensing documentation and approval process of Downstream Activities;
- 2.3 To gain knowledge in the area of downstream administration works in order to support his/her future carrier.

### **3. PRINCIPAL ACCOUNTABILITY**

- 3.1 The Intern must maintain the presence in the office within working hours during the program period;
- 3.2 Learn the current process of granting approval to the Request for Authorization of Transaction and provide feedback through report and presentation;
- 3.3 Learn to provide effective customer service in the real workplace;
- 3.4 Learn to prepare a good meeting minutes;
- 3.5 Learn to maintain and administer electronic documents register related to Downstream Directorate.
- 3.6 Learn to register the incoming and outgoing correspondence by using Microsoft office application;
- 3.7 Learn to establish the inventory data on data on licensing documents; trading applications particularly the import applications including the quantity and quality of fuel imported
- 3.8 Learn to update the Trading licensing documents (validation and completion of documents)
- 3.9 Learn to provide customer service to the request of Trading License and the application for the performance of Trading activity
- 3.10 Learn to calculate the Trading License Fee according to companies import plan and learn to prepare the fee data to be sent to Government Gazette
- 3.11 Any others tasks related as directed by supervisor or other staff.

### **4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES**

- 4.1 Must be Timor Leste National;
- 4.2 Tertiary Qualification in Administration or Management;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to communicate or understand in English (written and verbal);
- 4.5 Able to use Microsoft Office