

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F
		Approved by : G. Da Silva
		Checked by : Nelson de Jesus
	GIP	Originator : Juvencia Das Dores Costa
		Issue date : 9 th Nov 2017
		Revision : 0
<div>Position Title : Environmental Intern</div> <div>Directorate : Downstream</div> <div>Position line reports to : Downstream Manager</div> <div>Program Duration : 6 Months</div>		

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 review of Environmental documents and approval process according to applicable Law
- 2.2. To gain knowledge in review of environmental documents submitted in accordance with applicable Law 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 environmental licensing process based on the applicable law
- 3.3 Learn the location approval process for Downstream activity particularly the Fuel Filing Station and Storage activity
- 3.4 Learn and involve in review of the environmental documents submitted by the downstream operators and provide feedback to the Directorate
- 3.5 Learn and involve in the monitoring program of the project to ensure the implementation of the management plans (EMP)
- 3.6 Learn to establish and update the inventory data on the submission of the environmental documents, review until the conclusion of the process.
- 3.7 Learn to provide customer service on the request of environmental license process by the downstream operators
- 3.8 Learn to provide other administration work related to the environmental licensing process
- 3.9 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 Bachelor degree in Environmental;
- 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