

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F
		Approved by : G. Da Silva
		Checked by: Nelson de Jesus
	GIP	Originator: Cornelio Pinto
		Issue date : 9 th Nov 2017
		Revision : 0
Position Title : Downstream Technical Intern		
Directorate : Downstream		
Position line reports to : Downstream Technical Officers		
Program Duration : 6 Months		

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

- 2.1. To introduce to the intern the real work practice on downstream sector/technical;
- 2.2. To gain knowledge in the area of downstream technical work in order to support his/her future carrier

3. PRINCIPAL ACCOUNTABILITY

- 3.1 The intern must presence in the office within working hours and the program period.
- 3.2 Learn downstream technical for current process of granting location, project approval and Operational license;
- 3.3 Learn the Downstream technical issue in relation to completion of company project document for license;
- 3.4 Learn to establish inventory data on project or facility;
- 3.5 Learn to establish standard template flow diagram of facility in accordance with approved technical regulations.
- 3.6 Any others tasks related as directed by supervisor or other staff this include assisting inspector in performing the inspections.

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor-Leste National;
- 4.2 Tertiary Qualification in Mechanical Engineer and Electrical Engineer;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to communicate or understand in English (written and verbal);