

	Program Description	PD CODE: ANP/05/05/006/10F
	Graduate Internship Program (GIP)	Approved by : G. Da Silva
		Checked by: V. De Oliveira
		Originator: J. Sarmento
		Issue date : 31st March 2015
		Revision : 0
Position Title: Environmental Department Intern Directorate : Health, Safety and Environment Position line reports to : Jose Sarmento		

1. ROLE SUMMARY

The National Petroleum Authority/Autoridade Nacional do Petróleo (ANP) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor Leste's areas and in the Joint Petroleum Development Area (JPDA), in accordance with the Decree Law on the establishment of the ANP, the Timor-Leste Petroleum Activities Law, and the Timor Sea 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 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 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 gain experience about the role and function of the Health, Safety and Environment Directorate, particularly regarding environmental aspects of oil and gas industry.
- 2.2 To capacitate the development of the GIP skills, knowledge, and experience and be ready to expose to the real workplace environment.

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within the program period
- 3.2 Expected to effectively communicate with supervisors regarding absence to the office due to sick, personal matters, etc.
- 3.3 Ensure tasks are carried out in timely manner as per the given program
- 3.4 Expected to meet the objectives of internship program
- 3.5 Expected to work independently without constant supervision

- 3.6 Assist Environmental Senior Officer and Environment team on reviewing operator's submission to the HSE Directorate
- 3.7 Assist Environmental Senior Officer to file the environmental related documents in hardcopies and softcopies, and store in the system.

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must be Timor – Leste National
- 4.1.2 Tertiary Qualification in Environmental engineering, environmental science, natural resources and environmental management other environmental related degree;
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Ability to communicate well in English (written and verbal);
- 4.1.5 A high degree of self motivation, time management, use initiative and set targets;
- 4.1.6 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.1.7 High degree of computer literacy

4.2 Desirable

4.2.1 Good working knowledge of:

- Lotus Notes
- Internet