

	PROGRAM DESCRIPTION	PD CODE: ANP/PD/COM/001
		Approved by : G. Da Silva
		Checked by A. Lay H. Amaral
	GIP	Originator: 1. I. Da Silva 2. H. Alkatiri
		Issue date : 31st March 2015
		Revision : 0
Position Title : Commercial Intern Directorate : Commercial Position line reports to : Isabel da Silva, Hamud Alkatiri and Agus Maradona		

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 exclusive jurisdiction areas and in the 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 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

- 2.1.1 Assist the supervisor to monitor activities consistent with ANP regulations, policies and procedures
- 2.1.2 Provide support to ANP commercial teams
- 2.1.3 Reports to Petroleum Economics, Marketing Revenue & Fiscal Assurance Assistant
- 2.1.4 To gain experience about the role and function of the Finance and Fiscal Assurance (FFA) Department in order to have better understanding on FFA related issues.
- 2.1.5 To capacitate the development of the GIP skills, knowledge and experience and be ready to expose to the real workplace environment.

3. PRINCIPAL ACCOUNTABILITY

- 3.1.1 Assist the supervisor in managing and maintaining the efficient flow of documentations and correspondences related to commercial directorate,
- 3.1.2 Assist supervisor in preparing monthly summary of marketing information
- 3.1.3 Assist supervisor in preparing monthly revenue distribution,
- 3.1.4 Assist supervisor in uploading data revenue to Publish What You Pay (PWYU) in ANP website,
- 3.1.5 Assist the FFA Officer in establishing procedures and policy within FFA department and accounting in general;
- 3.1.6 Assist FFA Officer in monitor and review reporting from JPDA and ILEA operators;
- 3.1.7 Assist the FFA Officer to review, analyse and report on the financial information contains in the operator annual Work Programs and Budget with reference to AFE;
- 3.1.8 Assist the FFA Officer to ensure that audit documentation is properly managed;
- 3.1.9 Assist the FFA Officer to ensure operator insurance policy and certificate are documented accordingly and established monitoring tool on insurance schedule that operator insurance policy and certificate is provided timely to ANP;
- 3.1.10 Petroleum Economics and Fiscal Framework
- 3.1.11 Participate in Commercial meetings and commercial meetings with operators and other oil companies.

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1.1 Timor – Leste National
- 4.1.2 Tertiary Qualification in Petroleum Management; Economics, Marketing or Finance
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Positive attitude
- 4.1.5 Ability to communicate well in English (written and verbal)
- 4.1.6 Basic PC skills and experienced in using MS word, excel, PowerPoint and Lotus Notes
- 4.1.7 Desire to learn and gain experiences from commercial marketing teams
- 4.1.8 Ability to work in a team and meet the deadline