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|    | <b>PROGRAM</b><br><br><b>DESCRIPTION</b> | <b>PD CODE: ANP/05/05/006/10F</b>          |
|   |  | Approved by :<br>G. Da Silva               |
|   |  | Checked by<br>Rosentino Amado Hei          |
|   | <b>GIP</b>                               | Originator:<br>Legal Team                  |
|   |  | Issue date : 7 <sup>th</sup> November 2017 |
| Revision : 0  |  |  |
| <b>Position Title : Oil and Gas Legislation Interns</b><br><b>Directorate : PSC and Legal Compliance</b><br><b>Position line reports to : Legal Manager</b> |  |  |

## 1. ROLE SUMMARY

The National Petroleum Authority and Mineral/Autoridade Nacional do Petróleo e Minerais (ANPM) 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 ANPM, the Timor-Leste Petroleum Activities Law and the 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. The ANPM shall also ensure national energy security and monitor and regulate all petroleum activities as to guarantee satisfactory supply levels of petroleum products to consumers. It is also tasked to develop a strong petroleum management institution in Timor-Leste.

ANPM as a public institution carry-out regular annual programs to provide assistance for fresh graduates and young Timorese Nationals through the Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to a real work place practices, hands on activities, specific on job learning development such as local content area and expose to team work to enhance good understanding of work environment, develop personal skills, encourage a positive attitude towards work aiming to contribute to his or her future professional career.

## **2. KEY OBJECTIVE**

- 2.1. To gain knowledge on Monitoring and Evaluating Petroleum Activities in both JPDA and TLEA on the ground of the statutory requirement established under the Petroleum Activities Law, Timor Sea Treaty, including the Interim Petroleum Mining Code, Production Sharing Contracts (PSCs), Interim Regulation, Directions, and Guidelines.
- 2.2. To learn how to provides legal support and assistance to Director, Manager – PSC and Legal Compliance on matters relating to Petroleum Activities both in the JPDA and in the Timor-Leste Area.

## **3. PRINCIPAL ACCOUNTABILITY**

- 3.1 Maintain and ensure presence in the office within the program period;
- 3.2 Learn how to conduct legal research and analysis and prepare written briefs opinions on legal issues;
- 3.3 Learn how to draft regulations, directions, guidelines, procedure and policies;
- 3.4 Learn to participate in legal regular meetings including meeting minutes;
- 3.5 Work and close coordination and cooperation with legal team;
- 3.6 Learn other related materials to legal as requested by supervisor.

## **4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES**

### **4.1 Essential**

- 4.1.1 Must be Timor-Leste National;
- 4.1.2 Tertiary Qualification in Law Degree;
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Ability to communicate in English (written and verbal);
- 4.1.5 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.1.6 Ability to work in team.

### **4.2 Desirable**

Good working knowledge of:

- 4.2.1 Lotus Notes
- 4.2.2 Internet
- 4.2.3 Ability to communicate in Portuguese, Tetum and/or Bahasa Indonesia (Written & Verbal)