



**PROGRAM
DESCRIPTION
AND
SYLLABUS**

PD CODE : GIP/09//18/01/025

Révision : 0

Issue date : 22 September 2025

Directorate : Office of President
Department : ISO Implementation and Enforcement
Communication line : ISO Implementation and Enforcement Coordinator
reports
Program Duration : 6 Months

ISO Implementation and Enforcement Internship

Signatures:

**Role &
Name:**

Originated by:
ISO Coordinator
E. da Costa
OH&S
R. Francisco

Checked by:
CoM Officer
G. Barreto

Acknowledged by:
CS Director
H. Amaral

Approved by:
President of ANP
G. da Silva

1. ROLE SUMMARY

The National Petroleum Authority/ Autoridade Nacional do Petróleo (ANP) is a Timor-Leste public institution, created under Decree Law No. 62/2023 of 6th August, 3rd amendment to Decree-Law No.20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANP, the Timor-Leste Petroleum Activities Law and Maritime Boundary 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 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 ISO Implementation and Enforcement Unit in order to have better understanding on the International Organization for Standardization (ISO) related issues.
- 2.2 To capacitate the development of the GIP skills, knowledge, and experience and be ready to expose to the real workplace environment.
- 2.3 To be knowledgeable of the nature of work in oil and gas industry,
- 2.4 To be sufficiently proficient in English language skills for oil and gas industry.

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within the program period;
- 3.2 Expected to communicate with supervisors effectively regarding absence to the office due to sick, personal matters, etc;
- 3.3 To learn and familiarize with two International Standards that have been certified and granted to the ANP, such as Information Security Management System (ISMS 27001:2022) and Quality Management System QMS 9001:2015);
- 3.4 To gain some knowledge about Information Security Management System (ISMS) 27001:2022 and Quality Management System (QMS) 9001:2015;
- 3.5 To better understanding the scope of Information Security Management System (ISMS) 27001 and Quality Management System (QMS 27001:2015) for further implementation within the ANP;
- 3.6 To learn how ISMS assists institution or organization to avoid potentially costly security breaches as an ISMS helps protect all types of information, including intellectual property, organization's secrets, and personal information, regardless of whether it is in digital or hard copy form, included where it is stored;
- 3.7 To learn how the QMS assist Institution to properly manage the system within the organization;
- 3.8 To learn how to deal with Audit findings and response to the findings;
- 3.9 To learn how to identify any hazard that can impact to the asset and personnel;
- 3.10 To learn how to carry out an inspection to the ANP Office to identify any hazard;
- 3.11 To learn how to conduct risk assessments within the office;
- 3.12 To learn how to work together in a team, effective communication, and organize meetings;
- 3.13 To learn on how to perform observation, inspection, and write a report related to the inspection and observation result;
- 3.14 To learn on how to solve problem in the workplace regarding the ISO Unit activities;
- 3.15 To learn on how to perform a filing system such as document and record any in coming and outgoing documents.

4. QUALIFICATIONS, SKILLS, AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must be Timor – Leste National
- 4.1.2 Tertiary Qualification in Administration, Management, Laws, Commercial, Computer Science, and/or Educational Science.
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Ability to communicate well in English (listening, speaking, writing and reading);
- 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:
 - Office Microsoft
 - Ability to communicate in Portuguese