

	PROGRAM	PD CODE: ANPM/05/05/
	DESCRIPTION	Approved by : F. S. Ferreira <i>[Signature]</i>
		Checked by: N. de Jesus <i>[Signature]</i>
	GIP	Originator: C. Babo <i>[Signature]</i>
		Issue date : 30 September 2020
		Revision : 0
Position Title : Downstream Project Appraisal and Monitoring Directorate : Downstream Position line reports to : Downstream Administration Division Team 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 with the primary focus on Project Appraisal and Monitoring;
- 2.2. To gain knowledge in the area of downstream technical work in order to support his/her future career.

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 Electrical Engineer or Architectural Engineer;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to understand and communicate in Tetun, Portuguese and English (written and verbal);
- 4.5 Able to use Microsoft office;
- 4.6 Able to operate Autocad.

