

	<b>PROGRAM</b>  <b>DESCRIPTION</b>	<b>PD CODE:</b> ANPM/05/05/006/10F	
		<b>Approved by :</b> G. Da Silva	
		<b>Checked by :</b> N. de Jesus	
	<b>GIP</b>	<b>Originator by:</b> C.R. Pinto	18/3/19
		<b>Issue date</b> : 8 <sup>th</sup> March 2019	
		<b>Revision</b> : 0	
<b>Program Title</b> : <b>Downstream Calibration Engineering</b> <b>Directorate</b> : Downstream <b>Line reports</b> : Downstream Inspection Team <b>Program Duration</b> : 6 Months			

## 1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste public institution, created under Decree Law No. 1/2016 of 9 February, 1st amendment of Decree-Law No.20/2008 of 19th June on the Autoridade Nacional do Petróleo (ANP), responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral 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

- 1.1 To introduce to the intern the real work practice falls in a Downstream Inspection specifically in the area of inspection, verification and calibration of Downstream Infrastructure metering devices;

- 2.2. To gain knowledge in a process of verification, testing and calibration of volumetric instruments, gauges and measuring devices in a downstream petroleum activity infrastructure are in accordance with technical rules and specifications is in accordance with applicable Law in order to support his/her future carrier

### **3. PRINCIPAL ACCOUNTABILITY**

- 3.1 The Intern must maintain the presence in the office within working hours during the program period;
- 3.2 Learn the Inspection and Calibration process based on technical rules and applicable law;
- 3.3 Learn the Downstream Project approval process particularly the area of Fuel Filing Station activity;
- 3.4 Learn and involve in review of the Fuel Filing Station project documents submitted by the downstream operators and provide feedback to the Directorate;
- 3.5 Learn and involve in the Liquid Fuel Dispensers Verification and Calibration program planned by Inspection Division;
- 3.6 Learn to establish and update the inventory data Liquid Fuel Dispensers Verification and Calibration program;
- 3.7 Learn to provide other Inspection work related to the Downstream Project approval and licensing process
- 3.8 Others lessons related materials as assigned supervisor(s) of downstream team.

### **4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES**

- 4.1 Must be Timor Leste National;
- 4.2 Bachelor degree in electrical, mechanical or electromechanical engineer;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to communicate or understand in English (written and verbal);
- 4.5 Able to use Microsoft Office