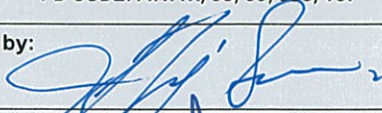


	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by: F. Ferreira 
	Checked by: D. Martins 	
	GIP	Originator: P. Simões 
	Issue date : 06 April 2022 Revision : 2	
Position Title : Administration Intern Directorate : Human Resource, Training, Admin & Logistic (HTAL) Position line reports to : Administration Manager		

1. ROLE SUMMARY

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's body responsible for managing and regulating petroleum and mineral activities in the Timor-Leste's Exclusive Jurisdiction Areas and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT).

The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation, processing 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 employee 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 Administration ;
- 2.2 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 Maintain and ensure presence in the office within the internship period;
- 3.2 Expected to communicate with supervisors effectively regarding absence to the office due to sick, personal matters, etc;
- 3.3 Gain knowledge in the area of Administration on how to register Stationary Online as well as attending the request and how to produce monthly report;
- 3.4 Gain knowledge on how to manage first aid kit, souvenir and kitchen stuff;

- 3.5 Learn how to file the documents in hardcopies and softcopies as well as how to store in filing system;
- 3.6 Gain knowledge on how to register books, magazines and other reading material into the Online System and how to manage Staff Learning Resources Center;
- 3.7 Attain understanding on preparing the meeting minutes and participate in the Annual Vendor Performance Evaluation;
- 3.8 Expand the understanding on the procurement tender process such as drafting Request for Proposal/Quotation, participate in the panel meeting, fill up evaluation matrix and on how project owner reviews the recommendation memo;
- 3.9 Gain knowledge on the Admin Area including how to organize ANPM events, preparing budget as well as Receptionist roles;
- 3.10 Gain basic knowledge on the implementation of ISO 9001 – Quality Management System.

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1 Must be Timor – Leste National
- 4.2 Tertiary Qualification Economic Management/Finance, Marketing, Administration or Accounting;
- 4.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.4 Has no graduate internship program experiences before at any institutions;
- 4.5 Has no professional working experiences before in any institutions more than a year;
- 4.6 Ability to communicate well in English (written and verbal);
- 4.7 A high degree of self-motivation, time management, use initiatives and set targets;
- 4.8 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.9 High degree of computer literacy, including internet operations, Microsoft Office programs, and outlook.