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|    | <b>PROGRAM<br/>DESCRIPTION</b> | <b>PD CODE :</b>                    |
|   |                                | <b>Approved by:</b>                 |
|   |                                | <b>Checked by:</b><br>N. de Jesus   |
|   | <b>GIP</b>                     | <b>Originator by:</b><br>C.R. Pinto |
|   |                                | <b>Issue date:</b>                  |
| <b>Revision:</b>  |                                |                                     |
| <b>Program Title</b> : <b>Downstream Fuel Quality Assurance</b><br><b>Directorate</b> : Downstream<br><b>Line reports</b> : Downstream Inspection Manager<br><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 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 introduce to the intern the real work practice falls in a Downstream Inspection specifically in the area of inspection, monitor and regulate all distribution of petroleum activities as to guarantee satisfactory supply levels of petroleum products to consumers.
- 2.2 To gain knowledge in a process of inspection for petroleum product sampling and testing from terminal and retail stations according to Petroleum Products Specification Regulation 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 quality assurance process based on technical rules and applicable law.
- 3.3 Learn on how to prepare sampling schedule and draw samples from retail outlets package and dispatch samples to the testing laboratory with minimum delay. according to the schedule.
- 3.4 Learn how to procure fuel sampling tools and assist in maintaining and updating all sampling system and procedures.
- 3.5 Learn how to assess the report of the third party's laboratory results and recommend necessary follow up action to the management.
- 3.6 To have an understanding of chemistry and HSE aspect of petroleum products as well as to maintain knowledge of the downstream petroleum products specifications.
- 3.7 Learn and involve in the Liquid Fuel Dispensers Verification and Calibration program planned by Inspection Division.
- 3.8 Learn to provide other Inspection work related to the Downstream Project approval and licensing process.
- 3.9 Learn and involve in the Petroleum Product importation document.
- 3.10 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's degree in chemistry, Industry or Petroleum 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