



PROGRAM DESCRIPTION

**AND
SYLLABUS**

PD CODE : GIP/05//06/02/016

Revision : 2

Issue date : 1st April 2024

Directorate : Corporate Services (CS)
Department : Corporate Administration and Logistic
Communication line reports : Administration Officer
Program Duration : 6 Months

Corporate Administration Internship

Signatures:

25/03/24

Role & Name:

Revised by:
Admin Officer
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Acknowledged By:
CS Director
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President of ANP
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1. ROLE SUMMARY

The Autoridade Nacional do Petróleo (ANP) 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 ANP, the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT).

The ANP 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 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 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;
- 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 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 and familiarize with the Administration function and roles;
- 3.4 Learn on how provide Vendor Performance Evaluation (VPE) in quarterly and how to supervise vendor under Administration ,
- 3.5 Learn on how to check Administration incoming invoices and its process before submitting to Finance;
- 3.6 Gain knowledge on how to provide customer service as receiving the guest/visitor, answer mobile phone, assist on external and internal meeting and respond to staff request;
- 3.7 Gain basic knowledge on the implemented of ISO 9001- Quality Management System;

- 3.8 Learn on how to administer electronic document register, such as register incoming and outgoing correspondence including reference number, register ANP books in library and ANP souvenirs;
- 3.9 Learn on how to provide office supply such as stationary, first aid kits, kitchen supply and printing services;
- 3.10 Gain knowledge on how to prepare meeting minutes, drafting memo and procedures;
- 3.11 Learn and familiarize on how to issue ID Card, Access Card and Business card, including inspector card;
- 3.12 Learn on how organize meeting rooms and book the rooms for staffs
- 3.13 Learn on how to prepare and organize ANP events
- 3.14 Expand the understanding on the procurement tender process as fill up the request of Proposal/Quotation;

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.
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