



PROGRAM DESCRIPTION

**AND
SYLLABUS**

PD CODE : GIP/05//06/02/011

Revision : 2

Issue date : 1st April 2024

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

Corporate Logistic Internship

Signatures:

Role & Name:

Revised by: Logistic Operations Officer, L. Gusmão	Checked by: CoM Officer G. Barreto	Acknowledged by: CS Director H. Amaral	Approved by: President of ANP G. da Silva
---	--	--	---

1. ROLE SUMMARY

Autoridade Nacional do Petróleo (ANP) is Timor-Leste public institution, created under Decree Law No. 62/2023, of 6th September, 3rd amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum activities in Timor-Leste area, both offshore and onshore 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 Maritime Boundary Treaty.

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 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 gain experience about the role and function of the Logistic;
- 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 period of program implementation;
- 3.2 Expected to effectively communicate with the supervisors regarding the absence to the office due to sick, personal matters, etc;
- 3.3 Gain knowledge in the area of Logistic on how to liaise with Finance Department for asset verification including register and auction as well as assets disposal;
- 3.4 Gain knowledge on the vehicle and driver management, know how to allocate the drivers and vehicles on daily operations and program/project implementation and learn the process at what step for the vehicle maintenance and fuel refill;
- 3.5 Gain knowledge of building maintenance and management such as; storage, toilets, air conditioner, plumbing services, electrical, generator, etc...;
- 3.6 Learn how to process and submit invoices from the vendors under logistic custody;
- 3.7 Learn how to ensure all the incoming goods are recorded into Logistics “Goods Receive Notes Form”;
- 3.8 Learn how and when to prepare the vendor performance evaluations;
- 3.9 Learn how to file the documents in hardcopies and softcopies as well as how to store in filing system;
- 3.10 Attain understanding on preparing the meeting minutes and participate in the Annual Vendor Performance Evaluation;

3.11 Gain knowledge on the Logistic arrangement to organize and support the ANP events.;

3.12 Gain basic knowledge on the implementation of ISO 9001 – Quality Management System;

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must be Timor – Leste National;
- 4.1.2 Tertiary Qualification Economic Management/Finance, Marketing, Administration or Accounting; mechanical, civil, and electrical engineering;
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Ability to communicate well in English (written and verbal);
- 4.1.5 A high degree of self motivation, time management, use initiative and set targets;
- 4.1.6 Ability to demonstrate a high level of confidentiality and business ethics;
- 4.1.7 High degree of computer literacy.

4.2 Desirable

- 4.2.1 Good working knowledge of:
 - Lotus Notes/Outlook
 - Internet
 - Ms Word
 - Ms Excel