



PROGRAM DESCRIPTION

**AND
SYLLABUS**

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

Revision : 1

Issue date : 1st April 2024

Directorate : Downstream
Department : Health, Safety and Environment
Communication line reports : Health, Safety and Environment team
Program Duration : 6 Months

Health, Safety and Environment Internship

Signatures:

Role & Name:

Revised by:

Manager –
Environment

J. Amaral

Occupational Health &
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Checked by:

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Approved by:

President of ANP

G. da Silva

A. HEALTH AND SAFETY

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.

The ANP 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 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 advancement once they seek for job and work for certain organization in the future.

2. KEY OBJECTIVE

- 2.1. To introduce to the intern the real work practice particularly in the review of Health and Safety documents and approval process according to the applicable regulations.
- 2.2. To gain knowledge and experience in conducting inspection and monitoring of Health and Safety aspects to the relevant Downstream activities.
- 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

- 3.3. The Intern must maintain the presence in the office within working hours during the program period.
- 3.4. Learn the Downstream licensing process, including the location approval process and project approval process based on the applicable laws and regulations.
- 3.5. Learn and involve in review of the Health and Safety documents submitted by the downstream operators and provide feedback to the Directorate

- 3.6. Learn and involve in the monitoring program to ensure the implementation of the Health and Safety Plan and the Emergency Response Plan (ERP).
- 3.7. Learn and assist the Directorate to collect, establish and update the inventory data on the submission of the Health and Safety documents, training records, and fire protection system of each facility.
- 3.8. Learn the key steps to perform a risk assessment and incident/accident investigation.
- 3.9. Provide idea and support to raise awareness on Health and Safety matters to Downstream operators.
- 3.10. Learn and provide assistance in other administration work related to the Downstream licensing process.
- 3.11. Provide assistance to any others relevant assignments as directed by supervisor or other Downstream staffs.

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor-Leste National;
- 4.2 Bachelor degree in Science/Engineering in the area of HSE and/or Petroleum;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to understand and communicate in Tetun, Portuguese and English (written and verbal);
- 4.5 Able to use Microsoft Office.

B. ENVIRONMENT

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.

The ANP 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 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 introduce to the intern the real work practice particularly in the review of Environmental documents and approval process according to applicable Law
- 2.2. To gain knowledge in review of environmental documents submitted in accordance with applicable Law in order to support intern future career.
- 3.12. To be knowledgeable of the nature of work in oil and gas industry
- 3.13. To be sufficiently proficient in English language skills for oil and gas industry.

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 environmental licensing process based on the applicable law
- 3.3 Learn the location approval process for Downstream activity particularly the Fuel Filing Station and Storage activity
- 3.4 Learn and involve in review of the environmental documents submitted by the downstream operators and provide feedback to the Directorate
- 3.5 Learn and involve in the monitoring program of the project to ensure the implementation of the management plans (EMP)
- 3.6 Learn to establish and update the inventory data on the submission of the environmental documents, review until the conclusion of the process.
- 3.7 Learn to provide customer service on the request of environmental license process by the downstream operators
- 3.8 Learn to provide other administration work related to the environmental licensing process
- 3.9 Any other assignments related as directed by supervisor or other staff.

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor Leste National;
- 4.2 Bachelor degree in Environmental;
- 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