



**PROGRAM DESCRIPTION**

**PD CODE : GIP/05//06/02/04**

**AND**

**Revision : 1**

**SYLLABUS**

**Issue date : 1<sup>st</sup> April 2024**

**Directorate :** Downstream  
**Department :** Project Appraisal and Facility Operation  
**Communication line reports :** Project Appraisal & Facility Operation Team  
**Program Duration :** 6 Months

## Project Appraisal & Facility Operation Internship

**Signatures:**

**Role & Name:**

**Revised by:**  
Manager- Project  
Appraisal & Facility  
Operations  
**C. Babo**

**Checked by:**  
CoM Officer  
**G. Barreto**

**Acknowledged By:**  
DS Director  
**Z. Moniz**

**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 6<sup>th</sup> September, 3<sup>rd</sup> amendment of Decree-Law No. 20/2008 of 19<sup>th</sup> 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 on downstream sector with the primary focus on Project Appraisal and Monitoring;
- 2.2. To gain knowledge and experience in the area of downstream technical work in order to support his/her future career.
- 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 The Intern must maintain the presence in the office within working hours during the program period;
- 3.2 Learn the Downstream technical procedure on current process for the granting of location approval, project approval and operational licence for the Downstream activity operator;
- 3.3 Learn the Downstream technical procedure in relation to the submission of project document for Downstream activity license;
- 3.4 Learn to establish inventory data on Downstream activity location and project application;

- 3.5 Learn to establish standard template, flow diagram or facility design in accordance with applicable technical rules;
- 3.6 Any other learning objective as directed by supervisor, including but not limited to assisting Downstream inspector in carrying out inspection at downstream facility.

#### **4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES**

- 4.1 Must be Timor-Leste National;
- 4.2 Tertiary qualification in Electrical Engineer or Architectural Engineer;
- 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 package;
- 4.6 Able to operate Autocad and relevant engineering software.