



**PROGRAM DESCRIPTION**

**AND  
SYLLABUS**

**PD CODE : GIP/05//06/02/01**

**Revision : 2**

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

**Directorate :** Exploration and Development (E&D)

**Departments :**

1. Contract Administration & Acreage Management
2. Subsurface
3. Well Operations
4. Geoscience Data Centre

**Communication line reports :** Exploration and Development team

**Program Duration :** 6 Months

## Exploration and Development Internship

**Signatures:**

**Role & Name:**

**Revised by:**

Well Operation  
Manager

**D. Vong Ci**

Manager- Contract  
Administration &  
Acreage Management

**C. da Cruz**

**Checked by:**

CoM Officer

**G. Barreto**

**Acknowledged by:**

E&D Director

**F. Conceição**

**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 and natural gas resources. It is also tasked to develop a strong petroleum 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 learn the basic of Geology and geophysics, mapping, various drilling technics and its application, acreage release, rock and fluid properties of a hydrocarbon reservoir and the effects of production and injection on recovery of reserves and understand the basic knowledge of metering and measurement tools and all production and process facilities.
- 2.2 To be knowledgeable of with the nature of work in the oil and gas industry.
- 2.3 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 working hours and the program period.
- 3.2 Follow Supervisors instruction to study given materials or works, produce reports and presentation as per given schedule.
- 3.3 Be independent and take self initiative to seek, learn, ask questions, discuss about given materials regarding the set-up syllabus for E&D intern.
- 3.4 Participate in meetings, survey, monitoring, assessment of reports and documents from operators or any other stakeholder whenever required by Supervisor.
- 3.5 Monitor and update daily report into E&D production database.

- 3.6 Monitor and update daily drilling report into drilling database.
- 3.7 Monitor and update well intervention reports into intervention database.
- 3.8 Monitor and update well suspension operation reports into well suspension database.
- 3.9 Sharing knowledge and skills gained from the program to the field study students under the directorate when required.
- 3.10 Submit a final report and deliver a presentation on all learning topics under the GIP.
- 3.11 Any other tasks which may be required by Supervisor or other E&D staff.

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

- 4.1 Must be Timor Leste National.
- 4.2 Tertiary Qualification in Petroleum Engineering, Chemical Engineering, Mechanical Engineering, Electrical Engineering, Geological and Geophysical and/or other relevant Engineering.
- 4.3 Minimum 2.5 GPA on all coursework graduate credit.
- 4.4 Able to communicate or understand in English (written and verbal).