



PROGRAM DESCRIPTION

AND

SYLLABUS

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

Revision : 1

Issue date : 1st April 2024

Directorate : Legal and Commercial
Department : Commercial
Communication line reports : Commercial team
Program Duration : 6 Months

Oil and Gas Commercial Internship

Signatures:

Role & Name:

Revised by:
Manager – Commercial
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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 establishment of 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, Carbon Capture Utilization and Storage, Hydrogen, and Synthetic Fuel.

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 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

- 2.1.1 Learn on how to monitor oil and gas commercial activities based on ANP regulations, policies and procedures.
- 2.1.2 To gain experiences about the role and function of the Legal and Commercial Directorate, specifically Commercial Department.
- 2.1.3 To develop interns' skills, knowledge and experiences and be ready to expose to the real workplace environment.
- 2.1.4 To be knowledgeable of the nature of work in oil and gas industry
- 2.1.5 To be sufficiently proficient in English language skills for oil and gas industry

3. PRINCIPAL ACCOUNTABILITY

- 3.1.1 Learn the fiscal regime and regulatory framework for the production sharing contract.
- 3.1.2 Learn the process in managing documentation related to commercial.
- 3.1.3 Learn the process to review and monitor costs and revenue returns reports submitted by operators.
- 3.1.4 Learn the process related to petroleum marketing, revenue collection and distribution.
- 3.1.5 Learn to upload data revenue to Publish What You Pay (PWYU) in ANP website.
- 3.1.6 Learn the process to review, analyse the financial information and economic model.
- 3.1.7 Learn the process of audit on operators' books and accounts.
- 3.1.8 Participate in commercial meetings with operators and other oil companies.
- 3.1.9 Coordinate closely with Commercial team for other required tasks for learning purpose whenever required.
- 3.1.10 Share knowledge and skills gained from the program to the students from the same field of study under the directorate when required.
- 3.1.11 Submit a final report and deliver a presentation on all learning topics under the GIP.

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1.1 Timor – Leste National.
- 4.1.2 Tertiary Qualification in Economics or Accounting or Finance or Petroleum Management.
- 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 Basic computer skills and experienced in using MS Word, Excel, and PowerPoint.
- 4.1.6 Ability to work in a team and meet the deadline.
- 4.1.7 Ability to demonstrate a high level of confidentiality and business ethics.