

	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by : G. Da Silva
	GIP	Checked by D. Martins
		Originator: P. Simões
		Issue date : 8 th March 2019
Revision : 1		
Position Title : Corporate Administration and Procurement Intern Directorate : Corporate Services (CS) Position line reports to : Administration and Procurement Manager		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste public institution, created under Decree Law No. 1/2016 of 9 February, 1st amendment of Decree-Law No.20/2008 of 19th June on the Autoridade Nacional do Petróleo (ANP), responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore.

The ANPM 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 ANPM 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 Administration, Procurement and Logistic roles;
- 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 better understanding systematically on the area of procurement in terms of goods and services, and consultancy during the GIP tenure period with the ANPM.

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within the program period;
- 3.2 Expected to communicate with supervisors effectively regarding absence to the office due to sick, personal matters, etc;
- 3.3 Gain knowledge in the area of Logistic on how to register Item Online Request and how to conduct asset verification including register and auction;
- 3.4 Learn how to file the documents in hardcopies and softcopies as well as how to store in filling system;
- 3.5 Gain knowledge on how to register the Procurement Online System;

- 3.6 Attain understanding on preparing the meeting including minutes, tender approval administration including compiling the relevant tender documents ;
- 3.7 Expand the understanding on the procurement tender process such as preparing the documents for Preliminary and Evaluation Meeting as well as the distribution of the tender documents for panel meeting;
- 3.8 Learn on how preparing the documents support for open tender box, collecting quotation as well as how to purchase/manage any of the ANPM Procurement of Goods and Services, approaching the market, face to face meeting and the procurement best practices;
- 3.9 Obtain knowledge on the procurement advertisement and tender notification;
- 3.10 Gain knowledge on the Admin Area including how to organize ANPM events, order stationary and kitchen supply as well as Receptionist roles and Staff Learning Resources Center.
- 3.11 Sharing knowledge and skills gained from the program to the field study students under the directorate when required.
- 3.12 Submit a final report and deliver a presentation on all learning topics under the GIP

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
- 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
 - Internet

