


	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by : G. Da Silva 
		Checked by: F. da Silva 
	GIP	Revised: F. Soares 
		Issue date : 8 th March 2019
Revision : 1		
Program Title : Development and Production (D&P) Intern Directorate : Development and Production (D&P) Line reports to : D&P Team Program Duration : 6 Months		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 1/2016 of 9th February, 1st amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, 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 the 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 and understanding characteristics of oil and gas reservoirs and reservoir management plan, to assess and monitor the drilling application and campaign, to get the knowledge on the process of hydrocarbon from the reservoir until meeting sales specification, to gain understanding good maintenance practice of processing facilities and to gain insight on accurate measurement of hydrocarbon produced and sold.
- 2.2 To be familiar with the nature of work in the 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 D&P intern.
- 3.4 Participate in meetings, assessment of reports and documents from operators or any other stake holder whenever required by Supervisor.
- 3.5 Monitor and update daily report into D&P production database
- 3.6 Sharing knowledge and skills gained from the program to the field study students under the directorate when required
- 3.7 Submit a final report and deliver a presentation on the all learning topics under the GIP
- 3.8 Any other tasks which may be required by Supervisor or other D&P

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor Leste National
- 4.2 Tertiary Qualification in Petroleum Engineering, Chemical Engineering, and Mechanical Engineering, Electrical Engineering, 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)

