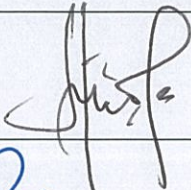


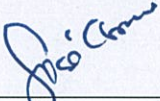
	<b>PROGRAM DESCRIPTION</b>	<b>PD CODE: ANPM/05/05/006/10F</b>
		<b>Approved by :</b> G. Da Silva 
	<b>GIP</b>	<b>Checked by:</b> R. Hei  C. Alves 
		<b>Revised:</b> J. Celestino 
		<b>Issue date : 8<sup>th</sup> March 2019</b>
		<b>Revision : 1</b>
<b>Program Title : Oil and Gas Legal Framework Intern</b> <b>Directorate : PSC and Legal Compliance</b> <b>Line report to : PSC and Legal Compliance Team</b> <b>Program Duration : 6 Months</b>		

## 1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 1/2016 of 9<sup>th</sup> February, 1<sup>st</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 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 learn with legal team to monitor and evaluate Petroleum Activities in TLEA on the ground of the statutory requirement established under the Petroleum Activities Law.
- 2.2 To learn with legal team with providing legal support to all directorates on matters relating to petroleum activities in the Timor – Leste areas.
- 2.3 To learn on how ANPM ensures the operators and its sub-contractors comply with legal framework in Timor – Leste areas.

## **3. PRINCIPAL ACCOUNTABILITY**

- 3.1 Maintain and ensure presence in the office within working hours and the program period;
- 3.2 Learn on how to conduct legal research and analysis;
- 3.3 Learn on reviewing improvement of PSC model, regulations, directions, guidelines and any contracts;
- 3.4 Learn on preparing written brief and opinions on legal issues;
- 3.5 Learn on drafting regulations, directions, guidelines and procedures where necessary;
- 3.6 Learn in developing the ANPM policies;
- 3.7 Expected to establish effective communication with supervisors and legal team regarding to absence to the office due to sick and personal matters;
- 3.8 Attending regular meeting to practice minutes taking skills;
- 3.9 Coordinate closely with legal team to practice other required tasks for learning purpose whenever needed.

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

### **4.1 Essential**

- 4.1.1 Must be Timor Leste National
- 4.1.2 Tertiary Qualification in Law Degree
- 4.1.3 Minimum 2.5 GPA on all coursework graduate credit





- 4.1.4 Able to communicate or understand in English (written and verbal)
- 4.1.5 Ability to demonstrate a high level of confidentiality and business ethics.

#### **4.2 Desirable**

- 4.2.1 Good knowledge on Lotus Notes & Internet
- 4.2.2 Ability to communicate in Portuguese, Tetum and or/Bahasa Indonesia (Written & Verbal).

