

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F
		Approved by : G. Da Silva
	GIP	Checked by R. Hei
		Originator: E. Martins
		Issue date : 8 March 2019
Revision : 1		
Program Title : Local Content and Procurement in Oil & Gas Directorate : PSC and Legal Compliance Line reports to : Local Content and procurement Team		

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 Timor - Leste 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 importance roles of the local content to enhance Timor-Leste Nationals on the training and employment in petroleum operation in Timor-Leste area and JPDA;
- 2.2. To learn the PSC procurement processes in general starting pre-tender to contract award, to ensure all information and correspondences are well minuted and managed;

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within the program period;
- 3.2 Expected to establish effective communication with supervisors and LC team regarding to absence to the office due to sick, personal matters;
- 3.3 To attach to the Local Content Procurement Officer in area of PSC procurement processes starting pretender to contract award, to ensure all information and correspondences are well minuted and managed;
- 3.4 To work closely with LC team in attending regular LC project meetings and to take meeting minutes;
- 3.5 To work closely with the LC team in facilitating internal and external LC meetings with stakeholders;
- 3.6 To learn the enhancement of economic contributions towards local economic development through local suppliers participation in providing services to the petroleum operation;
- 3.7 To learn on how ANPM ensures the implementation local content commitment by operators and its sub-contractor;
- 3.8 To learn the Local Content diversification project implementation mechanism and coordination process with stakeholders.
- 3.9 Learn any other learning materials as per indicated at the approval syllabus in place
- 3.10 Submit a final report and deliver a presentation on all learning topics under the GIP

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.10.1 Must be Timor-Leste National
- 4.10.2 Tertiary Qualification in *Human Resource, Social Science and/or Management*;
- 4.10.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.10.4 Ability to communicate well in English (written and verbal)
- 4.10.5 Ability to demonstrate a high level of confidentiality and business ethics
- 4.10.6 Ability to work in team

