

	<b>PROGRAM</b>	<b>PD CODE: ANPM/05/05/006/10F</b>
		<b>Approved by :</b> G. Da Silva <i>[Signature]</i>
	<b>DESCRIPTION</b>	<b>Checked by</b> A. Tilman <i>[Signature]</i> H. Amaral <i>[Signature]</i>
		<b>Revised:</b> I. Da Silva <i>[Signature]</i>
	<b>GIP</b>	<b>Issue date : 8 March 2019</b>
		<b>Revision : 1</b>
<b>Program Title : Commercial Intern</b> <b>Directorate : Commercial</b> <b>Line reports to : Isabel da silva, Dulce da Silva, Darson da Silva, Nuno Alves, Honesia Amaral, Agus Maradona</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 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 ANPM regulations, policies and procedures
- 2.1.2 To gain experiences about the role and function of the Finance and Fiscal Assurance (FFA), Petroleum Economics, Marketing and Revenue Management matters.
- 2.1.3 To develop interns skills, knowledge and experiences and be ready to expose to the real workplace environment

## 3. PRINCIPAL ACCOUNTABILITY

- 3.1.1 Learn in managing and maintaining the efficient flow of documentations and correspondences related to commercial directorate,
- 3.1.2 Learn in preparing monthly summary of marketing information
- 3.1.3 Learn in preparing monthly revenue distribution,
- 3.1.4 Learn in uploading data revenue to Publish What You Pay (PWYU) in ANP website,
- 3.1.5 Learn in establishing procedures and policy related to Finance and Fiscal Assurance (FFA), Petroleum Economics, Marketing and Revenue Management;
- 3.1.6 Learn in monitoring and reviewing reports from operators;
- 3.1.7 Learn to review, analyse and report on the financial information; project modelling, marketing and revenue management.
- 3.1.8 Learn on how to ensure that audit documentation is properly managed;
- 3.1.9 Learn on how to ensure operator insurance policy and certificate are documented accordingly and established monitoring tool on insurance schedule that operator insurance policy and certificate is provided timely to ANPM;
- 3.1.10 Learn on the Petroleum Economics and Fiscal Regimes
- 3.1.11 Learn on how to participate in commercial meetings with operators and other oil companies.





#### 4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1.1 Timor – Leste National
- 4.1.2 Tertiary Qualification in Petroleum Management; Economics, Marketing or Finance
- 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 PC skills and experienced in using MS word, excel, PowerPoint and Lotus Notes
- 4.1.6 Desire to learn and gain experiences from commercial marketing teams
- 4.1.7 Ability to work in a team and meet the deadline

