


	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by : F. Ferreira 
	GIP	Checked by D. Martins 
		Originator: P. Simões 
		Issue date : 01 October, 2020
		Revision : 1
Position Title : Corporate Administration and Logistic Intern Directorate : Corporate Services (CS) Position line reports to : Administration and Logistic Manager		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree-Law No. 27/2019 of 27th August, 2nd 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 and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, Maritime Boundary Treaty and the Mining Code.

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 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;

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 Gain knowledge on how to manage vehicle, driver movement and car logbook process;
- 3.5 Learn how to file the documents in hardcopies and softcopies as well as how to store in filing system;

- 3.6 Gain knowledge on how to register books, magazines and other reading material into the Online System and how to manage Staff Learning Resources Center;
- 3.7 Attain understanding on preparing the meeting minutes and participate in the Annual Vendor Performance Evaluation;
- 3.8 Expand the understanding on the procurement tender process such as drafting Request for Proposal/Quotation, participate in the panel meeting, fill up evaluation matrix and on how project owner reviews the recommendation memo;
- 3.9 Gain knowledge on the Admin Area including how to organize ANPM events, order stationery and kitchen supply as well as Receptionist roles.
- 3.10 Gain basic knowledge on the implementation of ISO 9001 – Quality Management System;

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
 - Ms Word
 - Ms Excel