


	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by : F. S. Ferreira 
		Checked by : N. de Jesus 
	GIP	Originator : B. Cencia Lay 
		Issue date : 30 September 2020
Revision : 0		
Program Title : Downstream Health and Safety Directorate : Downstream Line reports to : Downstream Inspection Division Team Program Duration : 6 Months		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste public institution, created under Decree Law No. 1/2016 of 9 February, 1st amendment of Decree-Law No.20/2008 of 19th June on the Autoridade Nacional do Petróleo (ANP), 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 advancement once they seek for job and work for certain organization in the future.

2. KEY OBJECTIVE

- 2.1. To introduce to the intern the real work practice particularly in the review of Health and Safety documents and approval process according to the applicable regulations.
- 2.2. To gain knowledge and experience in conducting inspection and monitoring of Health and Safety aspects to the relevant Downstream activities.

3. PRINCIPAL ACCOUNTABILITY

- 3.1 The Intern must maintain the presence in the office within working hours during the program period.
- 3.2 Learn the Downstream licensing process, including the location approval process and project approval process based on the applicable laws and regulations.
- 3.3 Learn and involve in review of the Health and Safety documents submitted by the downstream operators and provide feedback to the Directorate
- 3.4 Learn and involve in the monitoring program to ensure the implementation of the Health and Safety Plan and the Emergency Response Plan (ERP).
- 3.5 Learn and assist the Directorate to collect, establish and update the inventory data on the submission of the Health and Safety documents, training records, and fire protection system of each facility.
- 3.6 Learn the key steps to perform a risk assessment and incident/accident investigation.
- 3.7 Provide idea and support to raise awareness on Health and Safety matters to Downstream operators.
- 3.8 Learn and provide assistance in other administration work related to the Downstream licensing process.
- 3.9 Provide assistance to any others relevant assignments as directed by supervisor or other Downstream staffs.

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor-Leste National;
- 4.2 Bachelor degree in Science/Engineering in the area of HSE and/or Petroleum;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to understand and communicate in Tetun, Portuguese and English (written and verbal);
- 4.5 Able to use Microsoft Office.