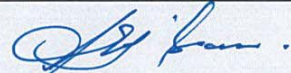



	PROGRAM DESCRIPTION	PD CODE: ANPM/05/05/006/10F
		Approved by : F. Ferreira 
GIP	Checked by D. Martins  E. da Costa 	Revised by: A. de Jesus 
	Issue date : 28 September 2020	Revision : 2
Program Title : Human Resource Intern Directorate : Corporate Services (CS) Line reports to : HR Officer, ER Officer and Payroll Officer Program Duration : 6 Months		

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 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 Human Resource Department in order to have better understanding on T&HR related issues.
- 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, college assignments etc.
- 3.3 Attain knowledge and Experience with ER Officer on recruitment and selection process for hiring new employees if any. The assignment covers insert applicants information's, distribute interview documents to the SAC members and other administrative arrangements Learn how to file the HR documents in hardcopies and softcopies, and store in the system with HRO, Payroll Officer and ER Officer
- 3.4 Coordinate with HRO and ER Officer on how to collect Employee Annual Performance Review Forms.
- 3.5 Liaise with HRO and Payroll Officer on how to collect employee monthly attendance and calculate monthly payment and collect leave information.
- 3.6 Learn how to provide customer service and deal with employees in liaison with ERO, HRO and Payroll Officer
- 3.7 Liaise with Manager – Human Resources to learn overall overview of the HR department
- 3.8 Learn with HRO and Payroll Officer on how to calculate the overtime and medical claim, Calculate the Leave and salary in Pro-rata basis and social security contribution matters.
- 3.9 Actively Sharing knowledge and skills gained during the intern with HR department, when required
- 3.10 Submit a final report and deliver a presentation on all learning topics under the GIP

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1.1 Must be Timor – Leste National
- 4.1.2 Tertiary Qualification in Human Resource and/or Administrative Management;
- 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