

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F
		Approved by : F. Ferreira
		Checked by: D. Martins
		Revised by: Zpires
		Issue date : 1 st October 2020
		Revision : 1
Program Title : Training and Development Intern Directorate : Corporate Services (CS) Line reports to : Training Officer and Training Assistant 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 Training Department in order to have better understanding on employees training and development matters.
- 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 and other urgent issues
- 3.3 Read and understand the existing Policies and Procedures in the Training Department for gaining clear guideline prior to learn related training and development matters during the internship program.
- 3.4 Learn how to manage Final Year Project (Field Study and Data Information Collection) of the University students within the ANPM. Including coordinate with relevant directorates on the proposals with assistance of Training Department
- 3.5 Learn how to manage the Graduate Internship Program in terms of Recruitment and Selection, monitoring its implementation and its completion.
- 3.6 Learn about the employee competency management in the ANPM, particularly on its designing/development, implementation and evaluation processes.
- 3.7 Learn how the Training Department managing Job Competency Analysis, Plan for developing competency for closing the gaps, learning development and evaluations.
- 3.8 Learn how operates and managing Employees training activities using Training Tracker Software.
- 3.9 Learn how the Training Department managing all competency management processes in a proper Competency Management System (CMS)
- 3.10 Sharing knowledge and skills gained from the program to the field study students about Corporate Service in general, and Training Department in particular.
- 3.11 Submit a final report and deliver a presentation on all learning topics under gained about Training and Development matters during the GIP.

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1.1 Must be Timor – Leste National
- 4.1.2 Tertiary Qualification in Education and Training, Science of Education, Human Resource and/or Management;
- 4.1.3 Minimum 2.5 GPA (Grade Point Average) on all coursework;
- 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