

	<b>PROGRAM DESCRIPTION</b>	<b>PD CODE: ANP/05/05/006/10F</b>
		Approved by : <b>G. Da Silva</b>
<b>GIP</b>		Checked by <b>D. Martins</b>
		Originator: <b>Psimoes</b>
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		Revision : 0
<b>Position Title</b> : <b>Corporate Administration</b> <b>Directorate</b> : Corporate Services (CS) <b>Position line reports to</b> : Pamela Simoes, Gustavo Soares, Vitalina Babo		

## 1. ROLE SUMMARY

The National Petroleum Authority/ Autoridade Nacional do Petróleo (ANP) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor Lestes' exclusive jurisdiction areas and in the JPDA in accordance with the Decree Law on the establishment of the ANP, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANP is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum and natural gas resources. It is also tasked to develop a strong petroleum management institution in Timor Leste;

As a public institution ANP 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 Department roles including Procurement and Logistic Section

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 Assist Admin officer in purchasing office stationery and kitchen supplies

3.4 Assist Procurement Officer to file the Procurement documents in hardcopies and softcopies, and store in filing system

3.5 Assist Admin team in organizing ANP events, delivering Letters, annual reports and other documents issued by ANP.

3.6 Assist Logistic Officer on asset verification, auction and ANP relocation project

3.7 Perform any other related duties as directed by supervisor and/or management

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

#### **4.1 Essential**

4.1.1 Must be Timor – Leste National

4.1.2 Tertiary Qualification in Economic Management, Administration, communication or any other related discipline

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

4.1.8 Strong understanding of cultural sensitivities

4.1.9 A detailed knowledge of Administration issues

#### **4.2 Desirable**

4.2.1 Good working knowledge of:

- Lotus Notes

- Internet