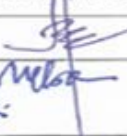
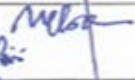



	<b>PROGRAM DESCRIPTION</b>	<b>PD CODE: ANP/05/05/006/10F</b>
		<b>Approved by :</b> G. Da Silva 
	<b>GIP</b>	<b>Checked by:</b> N. De Jesus:  C. Pinto. 
		<b>Originator:</b> S. Ribeiro;  J. Costa:  G. Goncalves.
		<b>Issue date</b> : 31 <sup>st</sup> March 2015
<b>Revision</b> : 0		
<b>Position Title</b> : <b>Downstream Administration Intern</b> <b>Directorate</b> : <b>Downstream</b> <b>Position line reports to</b> : <b>Administration Officer</b> <b>Program Duration</b> : <b>6 months</b>		

## 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 provide assistance and support to Downstream Administration Officer to execute day to day downstream administration task
- 2.2. To provide feedback to the directorate on the current process of granting location and project approval and license based on the Downstream Decree Law and Applicable Regulation.

### **3. PRINCIPAL ACCOUNTABILITY**

- 3.1 Maintain and ensure presence in the office within working hours and the program period.
- 3.2 Providing feedback to downstream directorate on current process of granting location and project approvals and license through report and presentation;
- 3.3 Assisting administration officer in maintaining update list (validation and completion of docs) of companies' administration document for license;
- 3.4 Assisting administration officer in establishing inventory data on Licensing document;
- 3.5 Assisting administration officer in attending to basic request regarding business license application process;
- 3.6 Providing feedback of the observation to inspection activity;
- 3.7 Assisting administration in maintaining and administer electronic documents register related to Downstream Directorate. Register incoming and outgoing correspondence by using Microsoft office application;
- 3.8 Any others tasks related as directed by supervisor or other staff.

### **4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES**

- 4.1 Must be Timor Leste National;
- 4.2 Tertiary Qualification in Business Administration or Management;
- 4.3 Minimum 2.5 GPA on all coursework graduate credit;
- 4.4 Able to communicate or understand in English (written and verbal);
- 4.5 Able to use Microsoft Office