

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F
		Approved by : G. Da Silva
	GIP	Checked by D. Martins E. da Costa
		Originator: Zpires
		Issue date : 31 st March 2015
Revision : 0		
Position Title : Human Resource Intern Directorate : Corporate Services (CS) Position line reports to : ER Officer; Payroll Officer and T&D Officer Program Duration : 4 Months		

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 Training and 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, etc.
- 3.3 Assist ER Officer on recruitment and selection process for hiring new employees if any.
The assistance covers data entry on applicant information, distribute interview documents to the SAC members and other administrative arrangements.
- 3.4 Assist ER Officer to file the T&HR documents in hardcopies and softcopies, and store in the system.
- 3.5 Assist ER Officer to collect Employee Annual Performance Review Forms.
- 3.6 Assist Payroll Officer to prepare employees' attendance, and leaves applications for payroll arrangement.
- 3.7 Assist T&D Officer in selecting the applicants for Graduate Internship Program
- 3.8 Assist T&D Officer in collecting proposals from University students for Final Year Project (Field Study and Data Information Collection) and coordinate with relevant directorates on the proposals.
- 3.9 Assist T&D Officer to update the Employees training activities using Training Tracker Software.
- 3.10 Assist T&D Officer to update Training Gap Analysis and store under the system.

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

4.1 Essential

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

4.2 Desirable

- 4.2.1 Good working knowledge of:
 - Lotus Notes
 - Internet