

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F	
		Approved by : G. Da Silva	
	GIP	Checked by D. Martins	
		Originator: J. Quitino	
		Issue date : 6 th April 2015	
		Revision : 0	
Position Title : Information Technology Directorate : Corporate Services (CS) Position line reports to : Lydia Bareto, Marciano Fernandes, ; João Quintino			

1. ROLE SUMMARY

The National Petroleum Authority/ Autoridade Nacional do Petróleo (ANP) is a Timor Leste's body responsible for managing and regulating petroleum activities in the Timor Leste's 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 the Timorese graduates to introduce to them to real work practice and work life to be a professional employee in the future and to assist their career advance once they seek for the job and work for certain organization in the future.

2. PRINCIPAL ACCOUNTABILITY

- 2.1 Maintain and ensure presence in the office within the program period
- 2.2 Expected to communicate with supervisors effectively regarding absence to the office due to sick, personal matters, etc.
- 2.3 Assist the IT Administration officer in managing the request from user end of Hardware, software, network, data sharing, audio and video conference, and telephone system through the helpdesk system.
- 2.4 Assist IT administration officer in managing the IT assets relocation and update through the LAFAEK database system.

- 2.5 Assist the IT administration officer to liaise with the procurement when dealing with external party or outsourcing request.
- 2.6 Assist the IT administration officer to troubleshooting hardware issue such as printer, copier machine, scanner, voice and data cabling including making the repair and maintenance of damage laptops.
- 2.7 Assist IT administration office in managing telephone billing configuration
- 2.8 Assist IT network officer on configuring data sharing, backup and storage of QNAP system.
- 2.9 Assist IT database officer how to build database structures using IBM notes
- 2.10 Assist IT database officer to deal with relevant directorate for website publication.
- 2.11 Assist IT database officer to create new database template based on user end needs.
- 2.12 Assist database officer how to build lotus notes designer

3. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

3.1 Essential

- 3.1.1 Must be Timor – Leste National
- 3.1.2 Tertiary Qualification in Information Technology Science
- 3.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 3.1.4 Ability to communicate well in English (written and verbal);
- 3.1.5 A high degree of self motivation, time management, use initiative and set targets;
- 3.1.6 Ability to demonstrate a high level of confidentiality and business ethics;
- 3.1.7 High degree of computer literacy

3.2 Desirable

- 3.2.1 Good working knowledge of:
 - Information Technology Infrastructure Library
 - IBM Lotus Notes administrator and client configuration
 - Network infrastructure management
 - Database concept in lotus notes