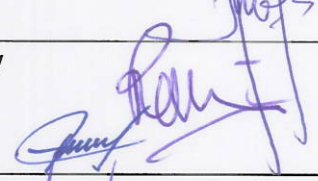
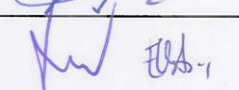
	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/004/10F	
		Approved by : G. Da Silva	
	GIP	Checked by A. Hei E. Martins	
		Originator: LC team	
		Issue date : 31 st March 2015 Revision : 0	
Position Title : Local Content Interns Directorate : PSC and Legal Compliance Position line reports to : Local Content Team			

1. ROLE SUMMARY

One of the mandates of the Autoridade Nacional do Petróleo (ANP) is to ensure that the exploration, the development, and the production of the petroleum resources owned by Timor-Leste, and Timor-Leste and Australia in the case of the Joint Petroleum Development Area (JPDA) located in the Timor Sea, are undertaken and managed in such a way to strategic component of its economy, and have potentially a high economic value that if managed properly will generate significant maximum revenues from the sales of the petroleum products and direct economic benefits to the economy of the nation(s) from each of the value chain of the petroleum activities. Amongst others are to ensure that greater preferences are given to the employment and training of the Timor-Leste nationals and the permanent residents at all phases of the petroleum activities. Besides the ANP is also obliged to ensure opportunities are available for the participation of Timor-Leste and Australia in the case of the JPDA in supplying goods and services for all phases of the petroleum activities.

ANP as a public institution carry-out regular annual programs to provide assistance for fresh graduates and young Timorese Nationals through the Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to a real work place practices, hands on activities, specific on job learning development such as local content area and expose to team work to enhance good understanding of work environment, develop personal skills, encourage a positive attitude towards work aiming to contribute to his or her future professional career.

2. KEY OBJECTIVE

- 2.1. To learn the importance roles of the local content to enhance Timor-Leste Nationals on the training and employment in petroleum operation in Timor-Leste and JPDA
- 2.2. To learn the enhancement of economic contributions towards local economic development through procurement process in the petroleum operation
- 2.3. To learn on how ANP ensures the implementation local content commitment by operators and its sub-contractor
- 2.4. To learn The Local Content diversification project implementation mechanism

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within the program period
- 3.2 Expected to establish effective communication with supervisors and LC team regarding to absence to the office due to sick, personal matters, etc.
- 3.3 Assist Local Content training and employment Officer on Training and Employments issues and ensure that all information collected are minuted and managed
- 3.4 Assist the Local Content Procurement Officer in area of PSC procurement starting pretender to contract award , to ensure all information and correspondences are well minuted and managed
- 3.5 Assist Supply Chain Officer to ensure contract data management
- 3.6 Assist LC team in attending regular LC project meetings and to take meeting minutes
- 3.7 Assist the LC team in facilitating internal and external LC meetings with Stakeholders
- 3.8 Assist LC team to execute any other required tasks whenever needed.



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, Social Science* 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 Ability to demonstrate a high level of confidentiality and business ethics;

4.1.6 Ability to work in team

4.2 Desirable

Good working knowledge of:

4.2.1 Lotus Notes

4.2.2 Internet

