

	<b>PROGRAM DESCRIPTION</b>	<b>PD CODE:</b> ANP/05/05/006/10F	
		<b>Approved by :</b> G. Da Silva	
	<b>GIP</b>	<b>Checked by</b> R. Hei C. Alves	
		<b>Originator:</b> A. Sarmento	
		<b>Issue date</b> : 31 March 2015	
<b>Revision</b> : 0			
<b>Position Title</b> : Legal Compliance Interns <b>Directorate</b> : PSC and Legal Compliance <b>Position line reports to</b> : Legal Commercial Manager			

## 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-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. The ANP shall also ensure national energy security and monitor and regulate all petroleum activities as to guarantee satisfactory supply levels of petroleum products to consumers. It is also tasked to develop a strong petroleum management institution in Timor-Leste.

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 assist the legal team Monitoring and Evaluating Petroleum Activities in both JPDA and TLEA on the ground of the statutory requirement established under the Petroleum Activities Law, Timor Sea Treaty, including the Interim Petroleum Mining Code, Production Sharing Contracts (PSCs), Interim Regulation, Directions, and Guidelines.
- 2.2. To assist the legal team provides legal support and assistance to all Directorates, Manager – PSC and Legal Compliance on matters relating to Petroleum Activities both in the JPDA and in the Timor-Leste Exclusive Areas.
- 2.3. To learn on how ANP ensures the operator and its sub-contractors complies with legal framework in both JPDA and TLEA.

## **3. PRINCIPAL ACCOUNTABILITY**

- 3.1 Maintain and ensure presence in the office within the program period;
  - 3.2 Assist the legal team conduct legal research and analysis;
  - 3.3 Assist and work with legal team and contribute to review for improvement of model PSC, regulations, directions, guidelines and any other contracts where the ANP is party;
  - 3.4 Assist and work with Legal team prepare written briefs and opinions on legal issues;
  - 3.5 Provide support to the legal team in the drafting of regulations, directions, guidelines and procedure where necessary;
  - 3.6 Assist the legal team in the development of ANP policies;
  - 3.7 Expected to establish effective communication with supervisors and legal team regarding to absence to the office due to sick, personal matters, etc;
  - 3.8 Assist legal team in attending regular meetings and to take meeting minutes;
  - 3.9 Work and close coordination and cooperation with legal team;
  - 3.10 Assist legal team to execute any other required tasks whenever needed.
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#### **4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES**

##### **4.1 Essential**

- 4.1.1 Must be Timor-Leste National;
- 4.1.2 Tertiary Qualification in Law Degree;
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Ability to communicate 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
  - 4.2.3 Ability to communicate in Portuguese, Tetum and/or Bahasa Indonesia (Written & Verbal)
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