

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F
		Approved by : G. Da Silva
		Checked by: R. Soares and A. Passos
	GIP	Originator: M. Guterres
		Issue date : 31 st March 2015
		Revision : 0
Position Title : Petroleum Engineering Intern Directorate : Development and Production (D&P) Position line reports to : D&P Team Program Duration : 6 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 and understanding characteristics of oil and gas reservoirs and reservoir management plan, to asses and monitor the drilling application and campaign, to get the knowledge on the process of hydrocarbon from the reservoir until meeting

- sales specification, to gain understanding good maintenance practice of processing facilities and to gain insight on accurate measurement of hydrocarbon produced and sold.
- 2.2 To be familiar with the nature of work in the oil and gas industry.

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Maintain and ensure presence in the office within working hours and the program period.
- 3.2 Follow Supervisors instruction to study given materials, produce reports and presentation as per given schedule.
- 3.3 Be independent and take self initiative to seek, learn, ask questions, discuss about given materials or other references and/or to improve English.
- 3.4 Participate in meetings, assessment of reports and documents from operators or any other stake holder whenever required by Supervisor.
- 3.5 Monitor and update daily report into D&P production database
- 3.6 Any other work which may be required by Supervisor or other D&P staff (example; participate in exhibition or others).

4. QUALIFICATION, SKILLS AND PERSONAL ATRIBUTES

- 4.1 Must be Timor Leste National
- 4.2 Tertiary Qualification in Petroleum Engineering, Chemical Engineering, and Process Engineering.
- 4.3 Minimum 2.5 GPA on all coursework graduate credit.
- 4.4 Able to communicate or understand in English (written and verbal).