

TG-HR-JD-Form No. 010

JOB DESCRIPTION

Job Title/Position:	Graduate Internship Program (GIP) for Project Administration and Finance Support - TIMOR GAP Onshore Block, Unipessoal Limitada.	
Appointment by:	-	Term: 6 months (Can be renewed based on the Company's needs).
Employment Contract type:	Internship Acknowledgement	
Recruitment Type:	External	

Current Job Grade	N/A	
Current Team/Dept/Unit	TIMOR GAP Onshore Block, Unipessoal Limitada	
Reporting to	Managing Director of TIMOR GAP Onshore Block, Unipessoal Limitada	
Qualification and Training or Experiences	<p>Bachelor's degree in petroleum management, petroleum engineering, public administration, finance, accounting, business administration and management.</p> <p>Candidates with at least 1 year's work experience in the above areas would be advantageous.</p>	
Knowledge and Skill (Competences)	<p>Knowledge & Skills:</p> <ul style="list-style-type: none"> • Has general understanding of oil and gas sector • Has knowledge in the area public administration, business administration and management, and finance/accounting system 	

TG-HR-JD-Form No. 010

	<ul style="list-style-type: none"> • Has good knowledge of Microsoft Office, especially excel and Office 365. • Good command of English, and good command of Tetum and Portuguese as TL’s official language. <p>Organizational & Communications skills: Able to communicate in English clearly Able to write email in English Good presentation skills Good organizational skills</p> <p>General Skills:</p> <ul style="list-style-type: none"> • Work in diverse team • Able to write report in English • Have good interpersonal skills
<p>Personal Attributes/quality</p>	<p>Teamwork, responsible, honest, assertive, motivational, result oriented, integrity</p>

1. Role:

Graduate Internship Program (GIP) for Project Administration and Finance Support - TIMOR GAP Onshore Block, Unipessoal Limitada.

2. Responsibilities:

2.1 Key responsibilities:

- Support the Managing Director in day-to-day management of the subsidiary.
- Support the Managing Director in preparing field reports, proposals and administrative and financial related reports.
- Organize meetings and prepare the Minutes of Meetings.

TG-HR-JD-Form No. 010

- Organize files for the subsidiary both digital and hard copy format. These include letters, memo, reports, proposals, dispatch, movement request, payments and other related documents and/or files.
- Assist the team to review documents by the Operator related to administrative/finance, including technical documents.
- Participate in the field trips where required.
- Perform any other work related tasks as requested by Managing Director and other subsidiaries when required..

3. Principal Task's

- Support the Managing Director in day-to-day management of the subsidiary.
- Support the Managing Director in preparing field reports, proposals and administrative and financial related reports.
- Organize meetings and prepare the Minutes of Meetings.
- Organize files for the subsidiary both digital and hard copy format. These include letters, memo, reports, proposals, dispatch, movement request, payments and other related documents and/or files.
- Assist the team to review documents by the Operator related to administrative/finance, including technical documents.
- Assit to coordinate with other relevant business units and subsidiaries within TIMOR GAP for administrative and finance related matters.
- Participate in the field trips where required to support the appraisal drilling program.
- Perform any other work related tasks as requested by Managing Directors.
- Respond to any relevant request of work from other subsidiaries when required.

4. Authority

N/A



Level 3, Timor Plaza, Suite 301 - 314
Rua Presidente Nicolao Lobato, Comoro
Dili, Timor-Leste
T. + 670 331 0953 F. + 670 331 0952
www.timorgap.com

TG-HR-JD-Form No. 010

5. Accountability

N/A