



Instituto de Geociências de Timor-Leste, Instituto Público (IGTL)

PUBLIC ANNOUNCEMENT **Graduate Internship Program (GIP)**

INTRODUCTION

The Instituto de Geociências de Timor-Leste (IGTL) is a public institution, created under decree law no. 60/2023 of 6 of September, first amendment of Decree Law No. 33/2012 of 18 July on the creation of Instituto do Petróleo e Geologia (IPG), responsible in promoting, support and carry out geological research studies and projects, mineral and hydrocarbon prospecting, groundwater resources survey, geological hazard and engineering geology investigation.

PURPOSE

Considering that one of IGTL's primary missions is to advance knowledge and capacity in the field of geosciences while contributing to the sustainable exploration and management of Timor-Leste's geological resources, IGTL has prioritized the establishment of an internship program to fulfill this mission. IGTL offers an internship program to Timorese citizen university graduates, providing various positions in the Geosciences area for a duration of 9 months and in the Corporate Services area for 6 months. The positions are listed below:

Vacancy Number	Position	Number (Person)
IGTL/GIP/2025/III/01	Geologist Intern	10
IGTL/GIP/2025/III/02	IT Intern	4

Interested applicants may submit the applications to IGTL main office at City 8, CBD Piso 2, Rua Has Laran, Manleuana, Dili, Timor-Leste.

Required documents:

- Cover letter and updated CV with two referees (must be in English),
- Academic certificate (including transcript),
- Electoral/BI/ passport,
- Relevant certificates.

Only short-listed candidates will be contacted for the next stage.

Applications must be submitted by **25 of March 2025, 17:00.**

Dili, 11 March 2025.


Natércia Correia da Silva

Training & Human Resources Manager

	GIP TERMS OF REFERENCES	Code : 16TL/GR/THR/001	
		Revision : -	
		Issue date : 10 March 2025	
Position/Job Title Division/Unit Communication Line reports Program Duration	: Geologist Intern • Mapping and Geological Prospecting Division • Laboratory and Geophysics Division • Hydrogeology and Engineering Geology Division : Manager and Director of the Assigned Division : 9 Months		
Geological Research Internship			
Signatures: 			
Role & Name: Technical Division	Prepared by: THR Manager N. Silva	Checked by: Vice-President V. Vicente	Acknowledged by: President of IGTL J. dos Santos

1. INTRODUCTION

The Instituto de Geociências de Timor-Leste (IGTL) is a public institution, created under decree law No. 60/2023 of 6 of September, first amendment of Decree Law No. 33/2012 of 18 July on the creation of Instituto do Petróleo e Geologia (IPG), responsible in promoting, support and carry out geological research studies and projects, mineral and hydrocarbon prospecting, groundwater resources survey, geological hazard and engineering geology investigation.

Considering that one of IGTL's primary missions is to advance knowledge and capacity in the field of geosciences while contributing to the sustainable exploration and management of Timor-Leste's geological resources, IGTL has prioritized the establishment of an internship program to fulfill this mission. This program is designed to provide aspiring geologists with hands-on experience and foundational knowledge across various geoscience disciplines, including geological mapping, mineral and petroleum exploration, geophysical surveys, hydrogeology, engineering geology, and earthquake studies. The program aims to equip interns with practical skills and a deeper understanding of the diverse roles within geosciences, enabling them to channel their passion into specific areas that can serve as a foundation for their career pathways.

2. ROLE SUMMARY

The Geologist Intern will work closely with IGTL's multidisciplinary teams to support geological projects aimed at exploring and managing Timor-Leste's geological resources. This role provides a unique opportunity to learn and practice core skills in various geoscience areas and laboratory work. Under the supervision of experienced professionals, the intern will contribute to real-world projects, develop essential technical competencies, and prepare reports and presentations that showcase their learning outcomes.

3. KEY OBJECTIVES

1. To provide the intern with hands-on experience in geological field methods and techniques.
2. To develop the intern's knowledge of mineral and petroleum exploration processes.
3. To introduce the intern to the principles and practices of geophysical surveys.
4. To enhance understanding of hydrogeological, engineering geology, and seismological studies.

5. To cultivate skills in data collection, interpretation, and presentation of geological information.
6. To foster professional growth and prepare the intern for a career in geosciences.

4. SCOPE OF WORK & PRINCIPAL ACCOUNTABILITY

- Maintain a presence in the office during working hours throughout the program period;
- Follow supervisor's instructions to study assigned materials, producing reports and presentations according to the specified timeline;
- Demonstrate initiative by seeking knowledge, asking questions, and discussing assigned materials;
- Participate in basic field geological mapping exercises, including rock identification, measurement of geological structures, and preparation of geological maps.
- Participate in mineral exploration survey, which includes detailed field mapping, rock and soil sampling, sample preparation, data analysis and interpretation.
- Gain foundational knowledge of petroleum systems, learn and practice seismic data interpretation to identify subsurface structures and hydrocarbon potential.
- Participate in well log analysis to understand reservoir properties such as porosity, permeability, and fluid content.
- Gain exposure to geophysical methods such as resistivity, gamma-ray, and ground penetrating radar surveys.
- Assist in geophysics equipment setup, data acquisition, and interpretation.
- Gain hands-on experience with water quality testing, including chemical and biological analysis, to assess the suitability of groundwater for various uses.
- Assist in creating hydrogeological maps that visualize groundwater flow, aquifer boundaries, and recharge zones.
- Participate in identifying and analyzing potential geological hazards such as landslides, rockfalls, flooding and tsunamis.
- Conduct detailed site investigations to assess geological conditions for construction projects, including soil and rock properties.
- Participate in seismic data collection and analysis.
- Learn basic earthquake monitoring techniques, including the operation of seismometers.
- Learn to prepare thin sections of rock samples and use petrographic microscopes to analyze mineral compositions, textures, and structures.
- Prepare and analyze fossil samples to identify and classify macro and microfossils, contributing to biostratigraphic studies and age dating of rock formations.
- Learn sampling techniques and laboratory processes to analyze stream sediments for geochemical indicators of mineralization.

- Prepare and test soil and rock samples for engineering properties such as shear strength, permeability, and compaction characteristics.
- Prepare concise field reports and presentations summarizing activities and findings.
- Maintain proper documentation of all collected data, ensuring accuracy and reliability.
- Learn to create technical reports that meet professional standards.
- Performs other responsibilities associated with this position as may be appropriate.

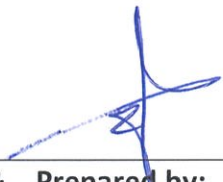
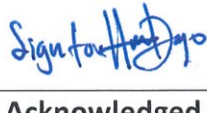
5. QUALIFICATIONS, SKILLS, AND PERSONAL ATTRIBUTES

a. Essential

1. Must be a Timor-Leste National;
2. Holds a bachelor's or master's degree in geology or related field;
3. Minimum 2.8 GPA;
4. Strong analytical and problem-solving skills;
5. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint);
6. Ability to demonstrate a high level of confidentiality and business/work ethics;
7. High degree of self-motivation, ability to prioritize work, use initiative and set targets.

b. Desirable

1. Ability to communicate in English and Portuguese (written and verbal);
2. Enthusiastic and eager to learn;
3. Strong attention to detail and commitment to quality;
4. Ability to work independently and in a team;
5. Willingness to travel and participate in fieldwork in remote areas;
6. Basic understanding of geological mapping techniques and related geological data analysis;
7. Familiarity with GIS or geoscience software (e.g., ArcGIS, QGIS, Petrel) is an advantage.

	GIP TERMS OF REFERENCES	Code : <i>IGTL/TOR/THR/002</i>
		Revision : -
		Issue date : <i>10 March 2025</i>
Position/Job Title Division/ Unit Communication Line reports Program Duration	: Information Technology Intern : Corporate Services Division/IT & Database Unit : IT & Database Unit : 6 Months	
Information Technology Internship		
Signatures:		
		
Role Name:	& Prepared by: IT&DB Manager I. Gusmão	Checked by: THR Manager N. Silva
	Acknowledged by: L&G Director E. dos Reis	 Approved by: President of IGTL J. dos Santos

1. INTRODUCTION

The Instituto de Geociências de Timor-Leste (IGTL) is a public institution, created under decree law No. 60/2023 of 6 of September, first amendment of Decree Law No. 33/2012 of 18 July on the creation of Instituto do Petróleo e Geologia (IPG), responsible in promoting, support and carry out geological research studies and projects, mineral and hydrocarbon prospecting, groundwater resources survey, geological hazard and engineering geology investigation.

The internship program at the IGTL is aimed at introducing real and professional working environments to an intern as a means to better prepare new graduates for their future employment career. The IGTL is committed to nurturing young talent and building the capacity of future professionals in various fields including information technology. To support this commitment, IGTL is offering an IT Internship program aimed at providing hands-on experience and professional development opportunities to motivated and qualified individuals. The internship will focus on supporting IT infrastructure, systems management, and digital transformation initiatives within the organization.

2. ROLE SUMMARY

The IT Intern will work under the supervision of the IT and Database Unit and will be responsible for various IT-related tasks within the organization. These responsibilities include troubleshooting personal computers (PCs), installing and configuring software required by staff, and maintaining both hardware and software systems. The intern will also assist in network administration, provide technical support to staff, and ensure that IT equipment is functioning properly. Moreover, they will support the management and organization of geophysical and earthquake data from the technical division at IGTL. Under the guidance of senior IT personnel, the intern will participate in IT projects and assist in the implementation of new technologies. This role offers an excellent opportunity to gain practical experience in a professional setting while learning about the latest technologies and best practices in the IT sector.

3. KEY OBJECTIVES

The primary objectives of the IT internship are as follows:

- Provide daily technical support to staff, troubleshooting and resolving issues with personal computers.
- Install necessary software and assist in organizing and categorizing geophysical data for easy access.
- Implement backup procedures to ensure data security.
- Support the development of efficient tracking systems for data retrieval.
- Assist in maintaining network infrastructure, managing IT systems, and participating in IT projects.
- Ensure accurate documentation of IT support activities.
- Stay updated with the latest technology trends to enhance technical skills and support capabilities.

4. SCOPE OF WORK & PRINCIPAL ACCOUNTABILITY

- Maintain a presence in the office during working hours throughout the program period.
- Follow supervisor's instructions to study assigned materials, producing reports and presentations according to the specified timeline.
- Demonstrate initiative by seeking knowledge, asking questions, and discussing assigned materials.
- Provide technical support to users for hardware and software issues.
- Help maintain and update IT systems, including software installations and security patches.
- Participate in regular system checks and backups to ensure data integrity.
- Track and manage IT equipment and supplies.
- Assist in documenting equipment inventory and software licenses.
- Work closely with the IT Officer, contributing to team objectives.
- Enter IT assets into the catalog.

- Support data management in handling various technical data (seismic, earthquakes, geotechnical, geological data, and information).
- Support data processing based on requests from internal and external IGTL or related Ministries.

5. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATRIBUTES

1. Essential

1. Must be a Timor-Leste National;
2. Tertiary Qualification in Information & Technology, Management IT or related field;
3. Minimum 2.8 GPA;
4. Exhibit a high level of confidentiality and business/work ethics;
5. Shows a high degree of self-motivation, with the ability to prioritize tasks, use initiative and set targets.
6. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with common IT tools.
7. Knowledge of operating systems (Windows, Linux, etc.) and basic networking concepts.

2. Desirable

1. Ability to communicate in English and Portuguese (written and verbal);
2. Capable of conveying technical information clearly;
3. Ability to write technical reports and documentation;
4. Able to work in diverse environments, from office settings to remote field locations;
5. Personal qualities and behaviors
 - Eager to learn new things
 - Analytical & conceptual ability
 - Client service focus
 - Focus on Achievement
 - Flexibility to work anytime, anywhere across the main task
 - Initiatives and accountability
 - Self-discipline

- Team working
- Working strategically
- Integrity and Innovation (entrepreneurship)