

APPRENTICESHIP 2025 – BATCH 2

# CALLING ALL GO GETTERS!

*JOIN OUR TEAM*

## POSITIONS

- Legal
- Reservoir Engineering
- Process Engineering
- HSE Performance & Standards

## SEND YOUR RESUME

Name \_ University \_ Study Discipline \_  
Apprentice (Proposed Position)

**TO:** [pcino.apprentice@petronas.com.my](mailto:pcino.apprentice@petronas.com.my)

*Only shortlisted candidates will be contacted.*





# LEGAL APPRENTICE

Duration: 6 Months | Location: Jakarta Office

Play a key role as a Legal Apprentice by supporting the INO Legal team in conducting legal research, drafting opinions, and assisting with contract and tender processes. This role provides hands-on exposure to Indonesian oil and gas regulations, procurement guidelines, and industrial relations matters, offering valuable experience in the legal functions of an oil and gas company.

## YOU WILL LEARN TO:

- Conduct legal research on oil and gas regulations and related legal matters.
- Draft and review contracts, letters of award, and legal opinions.
- Assist in the tender process and contract execution phases.
- Understand and apply PTK 007 Rev. 5 procurement guidelines.
- Proofread bilingual legal documents (Indonesian and English).
- Collaborate with legal professionals and internal stakeholders.

## REQUIREMENTS:

- **Educational Background:** Bachelor's degree in Law, preferably with a focus on Indonesian Law or related specialization and min. GPA 3.2
- **Technical Knowledge:** Basic understanding of Indonesian Contract Law and basic contract drafting
- **Language:** Proficient in English (spoken and written).
- **Tools:** Skilled in Microsoft Word, Excel, and PowerPoint.

## ADDITIONAL SKILLS

- Candidates with basic knowledge of Indonesian laws, regulations, and legal research are preferable
- Strong analytical and problem-solving skills in legal contexts
- Ability to collect, review, and validate legal documents and references
- Basic competency in legal writing and documentation
- Adaptability and collaboration in a multi-disciplinary team
- Willingness to learn new legal frameworks, processes, and compliance requirements
- Interest in corporate law and oil & gas industry legal practices



# RESERVOIR ENGINEERING APPRENTICE

Duration: 6 Months | Location: Jakarta Office

Play a key role by supporting subsurface activities through data gathering, quality control, and preparing inputs for dynamic simulation models. You will handle production, PTA, SCAL, and PVT data, contribute to simulation runs using Petrel RE and tNavigator, and engage in technical discussions and documentation, gaining hands-on exposure to subsurface workflows and field development optimization.

## YOU WILL LEARN TO:

- Prepare and validate subsurface data for simulation purposes
- Gain understanding of key engineering workflows and concepts
- Apply tools such as PVTP, MBAL, FMB, Petrel RE, and tNavigator
- Conduct basic simulations and perform data analysis under supervision
- Communicate technical findings effectively within a multidisciplinary team
- Develop and deliver a final report summarizing your contributions and key learnings

## REQUIREMENTS:

- **Educational Background:** Bachelor's degree in Petroleum Engineering with a strong interest or focus in Reservoir Engineering and min. GPA 3.2
- **Technical Knowledge:** basic understanding of reservoir engineering fundamentals, well and production data analysis.
- **Language:** Proficient in English (spoken and written).
- **Tools:** Skilled in Microsoft Word, Excel, and PowerPoint.

## ADDITIONAL SKILLS

- Candidates with basic knowledge of software tools such as MBAL, FMB, Petrel RE, TNAV, KAPPA SAPHIRE, PVTP, or Equivalent is preferable
- Strong analytical and problem-solving skills
- Ability to collect, validate, and analyze technical data
- Basic competency in technical writing and data visualization
- Adaptability and collaboration in a multi-disciplinary team
- Willingness to learn new software tools and workflows
- Interest in subsurface modeling and reservoir simulation



# PROCESS ENGINEERING APPRENTICE

Duration: 6 Months | Location: Jakarta Office

Play a key role in supporting process engineering and safety initiatives by assisting with studies, set point calculations, and safe operating limit updates. Contribute to technical reviews for production optimization and GHG reduction projects, while supporting daily reporting, procedure development, and action tracking. This role offers a strong foundation for those looking to grow in process engineering within the energy sector.

## YOU WILL LEARN TO:

- Perform basic process calculations and data analysis
- Support engineering studies and technical reviews
- Monitor chemical injection and process safety observations
- Assist in procedure development aligned with PGMF
- Use tools like Unisim and Power BI for reporting and analysis
- Collaborate with multidisciplinary teams and contribute to continuous improvement

## REQUIREMENTS:

- **Educational Background:** Bachelor's degree in Chemical Engineering or related fields with min. GPA 3.2
- **Technical Knowledge:** basic knowledge of chemical and process engineering principles.
- **Language:** Proficient in English (spoken and written).
- **Tools:** Skilled in Microsoft Word, Excel, and PowerPoint.

## ADDITIONAL SKILLS

- Perform basic process calculations and data analysis
- Support engineering studies and technical reviews
- Monitor chemical injection and process safety observations
- Assist in procedure development aligned with PGMF
- Use tools like Unisim and Power BI for reporting and analysis
- Collaborate with multidisciplinary teams and contribute to continuous improvement



# HSE PERFORMANCE & STANDARDS APPRENTICE

Duration: 6 Months | Location: Jakarta Office

Play a key role in supporting HSE performance and compliance initiatives. You'll assist in monitoring monthly HSE metrics, contribute to Evaluation of Compliance (EOC) activities, and support the pilot implementation of the Regulatory Compliance System (RCS). This role offers a strong foundation for those looking to grow in Health, Safety & Environment (HSE) within the energy sector.

## YOU WILL LEARN TO:

- Monitor and report monthly HSE performance data.
- Understand assurance processes and HSE legal compliance
- Participate in Evaluation of Compliance (EOC) and RCS pilot projects
- Support assurance activities and department meetings
- Apply regulatory frameworks like PTK 005 and PTS in daily operations
- Collaborate with HSE professionals and contribute to continuous improvement

## REQUIREMENTS:

- **Educational Background:** Bachelor's degree in HSE (K3), Chemical Engineering, or related technical field with min. GPA 3.2
- **Technical Knowledge:** Basic understanding of HSE technical and engineering concept.
- **Language:** Proficient in English (spoken and written).
- **Tools:** Skilled in Microsoft Word, Excel, and PowerPoint.

## ADDITIONAL SKILLS

- Adaptable in a team environment
- Strong communication and organizational skills
- Ability to engage with diverse academic and professional backgrounds
- Attention to detail in documentation and reporting
- Basic knowledge of regulatory compliance in the oil & gas industry
- Interest in HSE Management System