

CABGOC – Cabinda Gulf Oil Company

Human Resources

Internship Policy - Administrative Guidelines

Scope

These guidelines cover Angolan university or technical college students who wish to do internship in CABGOC to complement their professional skills acquired during their school education with work experience. These guidelines govern the administrative process of Professional and Curricular internships.

Procedures

1. Applying for Internship, selection process and pre-internship preparations

- HR Talent Sourcing team creates position in the recruiting tool system based on the internship slots determined by the sponsoring departments
- Candidate submits application to CABGOC HR through the web-based tool with the following required documents
 - ✓ National ID card
 - ✓ CV
 - ✓ University transcript
- HR contacts the candidates and schedules the interviews
- Department and an HR representative interview shortlisted candidates
- Department, in partnership with HR, extends internship offer to selected candidates
- HR facilitates pre-internship clearance [health, background checks, EaseNet and FCPA (if applicable)].
- Department to secure workspace (office/cubicle, workstation, computer, etc.)
- Department to prepare first-day Welcome Orientation
- Department to handle smartbadge preparation/ IT critical steps
- Department to identify a Mentor
- Mentor training (if needed)
- Internship starts

1.1 Onboarding (During Internship)

- HR Orientation
- Team introduction
- Safety / Compliance Training
- Technical and software training (if applicable)

1.2. Intern Work/Project (at-a-glance)

- Outline expectations (intern PMP)
- If project,
 - ✓ provide templates
 - ✓ Provide project guidelines
 - ✓ Project presentations

1.3 Intern assessment

- Evaluation of behavior/attitude, understanding of the Organization policies and principles
- Project presentation to relevant department personnel
- Feedback to intern
- Reviewing or closing intern PMP (copies of the PMP must be sent to HR)

1.4 Conversion or Off-boarding

- **Professional internship** - the sponsoring department supervisor submits a PCR to HR to either convert or release the intern 45 days before the expiration date of the internship contract.
- Regardless of the department decision, HR must the intern a termination notification of the internship least 30 days before the expiration date of the internship contract.
- Exit interview by HRBP
- Supervisor to collect the SmartBadge / laptop in case of release.
- **Curricular internship** – supervisor submits the performance Evaluation Form (PMP) to HR with his/her lookback comments
 - ✓ Was the internship assignment a success?
 - ✓ What worked / what didn't?
 - ✓ What were the opportunities?
 - ✓ Would the intern be hired? Or would be recommended for another function/department?
- HR issues an internship certificate to the intern
- The mentor to collect the SmartBadge

2. Benefits

2.1 Professional internship – base salary shall be paid according to the following percentages at 80% CO of PSG 18:

- 60% on their first year of internship
- 75% on their second year of internship, and
- 90% on their third year
- 100% on the remaining 2 years
- Company provided transport to and from work (bus)
- Company provided meals in mess hall (Malongo)

Professional interns are also entitled to the following statutory benefits/allowances:

- Family Allowance
- Vacation allowance
- Christmas allowance
- Social bonus
- Medical assistance (primary care only) for the intern and eligible dependents
- Insurance covering work related accidents and illnesses

2.2 Curricular internship – it may be a non-paid assignment. However, when it is initiated by CABGOC, as opposed to candidate applying, the benefits below will apply.

- Will be paid \$51 USD per day if rotating from offshore or onshore
- Will be paid \$33 USD if working on 5/2 work-schedule.
- Work accident and professional illnesses Insurance
- Medical assistance for the intern only (and only primary care is provided)
- Company provided transport to and from work (bus)
- Company provided meals in mess hall (offshore or Malongo)

Effective January 1, 2018, the internship allowance (\$33 or \$51) will be paid in Kwanzas according to the monthly exchange rate stipulated by Finance department.

General Internship administration guidelines

- It is mandatory that all interns have a badge with a blue background color to allow access to CABGOC facilities.
- Professional interns must be identified as such in the payroll system database.
- Both Professional and Curricular interns' description must be associated to their four letters CAI, to allow for easy identification, e.g. XX [Internship]
- All costs associated with pre-employment, travel and accommodation arrangements, meals are covered by the sponsoring Department.

References

[Policy 9 – Conflict of Interests](#)
[Policy 210 – Employment](#)
[Internship Policy](#)