



Internship Opportunity

Eni is a major integrated energy company with Exploration & Production activities in Italy and other areas worldwide, such as Africa, America, Asia Pacific, Eurasia, and the Middle East. In Indonesia, Eni operates in the exploration, production, and development of hydrocarbons across various locations, primarily in Kutei Basin in the Makassar Strait area.

Eni in Indonesia is currently opening several **internship opportunities for fresh graduates** with the following requirements:

- Minimum holds Bachelor's Degree (S-1)
- Minimum GPA 3.25 out of 4.00
- Fresh graduate (maximum 1 (one) year from graduation) as indicated in the Academic Certificate or Letter of Graduation (*Surat Keterangan Lulus*)
- Fluent in English and Bahasa Indonesia (written and spoken)

The internship program lasts for 6 (six) months and will be based at the following location:

- **Eni Jakarta Office:** Pondok Indah Office Tower 3 (Jl. Sultan Iskandar Muda, Kav. V-TA, Jakarta)
- **Eni Balikpapan Office:** Petrolog Building (Jl. Jendral Sudirman No. 45-A, Balikpapan)

We are currently looking for excellent candidates to fill the following positions:

OPERATIONS DEPARTMENT	
<u>Logistic (Budget Control & Contract) Intern</u> • Background: Graduate from Engineering, Finance, Accounting, or Business Analytics • Placement: Eni Jakarta Office • Remarks: Skilled in Microsoft Office, especially in Excel (pivot tables, formulas, charts) and Presentation tools (PowerPoint or similar dashboard tools). • Activities: - o Assist in preparing budget planning and cost report - o Assist in Procure-to-Pay (P2P) processes within the Cost Control team members - o Assist in developing and maintaining interactive dashboards (charts, tables, KPIs) through the creation of infographics and presentation materials for internal stakeholders - o Observe the current business process and identify future process improvement initiatives	<u>Logistic (Material Management) Intern</u> • Background: Graduate from Engineering, Business Management, Economics, or Accounting • Placement: Eni Jakarta Office • Remarks: Good Microsoft Office Skills (Word, Excel, PowerPoint) • Activities: - o Assist in monitoring and updating Material incoming in SAP or other __ (ERP) systems - o Assist in stock analysis, ongoing Purchase Order PO)/ Call Off (COFF) issuance by the company, follow up expediting material, reporting, performing record, and maintain the database of expediting and Material - o Assist in developing and maintaining interactive dashboards (charts, tables, KPIs) through the creation of infographics and presentation materials for internal stakeholders. - o Observe the current business process and identify future process improvement initiatives

Asset Integrity & Subsea Operations Intern

- **Background:** Graduate from Naval, Mechanical, Ocean, Offshore, Material, or Metallurgical Engineering
- **Placement:** Eni Jakarta Office (3 months) and Balikpapan Office (3 months)
- **Remarks:** Actively participated in the Student Organization committee during university
- **Activities:**
 - o Support in Floater Unit Integrity Management (hull, marine systems, and mooring system)
 - o Support in Plant Equipment Integrity Management
 - o Support in Structure Integrity Management (jacket, monotubular, cluster, deck, and main connections with topside equipment).
 - o Support in Pipeline Integrity Management (rigid metallic pipeline system on-land and offshore, connecting wells, production plants, process plants, refineries, and storage facilities).
 - o Support in Corrosion Integrity Management of assets

Operations Engineering Intern

- **Background:** Graduate from majors related to STEM (Science, Technology, Engineering, Mathematics)
- **Placement:** Eni Jakarta Office
- **Remarks:** Experience in programming/coding and data science is preferred
- **Activities:**
 - o Support several activities related to the Technical – Operations, Maintenance & Asset Integrity group within the Operations Engineering team
 - o Provide support to all technical leaders in activities associated with production facility process surveillance, optimization, and modification.

Production (Budget & Contract) Intern

- **Background:** Graduate from Accounting or Industrial Engineering
- **Placement:** Eni Jakarta Office
- **Remarks:** Knowledge in Excel Macros/VBA is an added value
- **Activities:**
 - o Review and verify Invoices submitted by vendors to ensure compliance with contract terms and internal policies
 - o Support in processes in the SAP system, e.g., service entry sheets processing
 - o Support the vendor payment process through the Payment Instruction (PI) System.
 - o Support day-to-day activities of the Budget and Contract Officer, including but not limited in creating payment requests and processing Eni S.p.A. invoices
 - o Support in the further development of the reporting and analytical process
 - o Provide support during budget cycles

DRILLING DEPARTMENT

Drilling Contract Intern

- **Background:** Graduate from majors related to Procurement, Finance, or Logistics studies
- **Placement:** Eni Jakarta Office
- **Remarks:** Professionally fluent in English to work with expats. A general understanding of engineering and contracts is a plus point.
- **Activities:**
 - o Support in administrative drilling material management
 - o Support in tender document readiness
 - o Contract Monitoring in terms of issuance COFF, expenditure, and correspondence
 - o Proforma Invoice Review

HSEQ DEPARTMENT

HSE Development & Exploration Intern

- **Background:** Graduate from Chemical Engineering, Engineering Physics, or Mechanical Engineering
- **Placement:** Eni Jakarta Office
- **Activities:**
 - o Assist in preparing and organizing technical safety studies (e.g., HAZID, HAZOP, etc.).
 - o Contribute to the rationalization and verification of Safety Critical Elements (SCEs) and associated Performance Standards.
 - o Aid in the documentation and tracking of Management of Change (MOC) cases related to operations.
 - o Compile and analyze process safety KPIs, event statistics, and audit findings.
 - o Collaborate with multidisciplinary teams (Operations, Engineering, Marine, HSE) to understand practical implementation of risk controls.
 - o Support process safety pre-planning for new developments, e.g., drillings, subsea well intervention, or tie-in projects.

EXPLORATION DEPARTMENT

Exploration Intern

- **Background:** Graduate from Geological or Geophysical studies
- **Placement:** Eni Jakarta Office
- **Remarks:** Professionally fluent in English to work with expats
- **Activities:**
 - o Support prospects generation, identifying and evaluating opportunities in a wide variety of plays, delineating plays/prospects and assessing the uncertainties/risks, and maturing viable prospects in the exploration department.
 - o Perform Seismic interpretation, well data evaluation/correlation, time/depth mapping for prospect generation, and new venture job in the exploration department
 - o GIS mapping for exploration purposes

LEGAL DEPARTMENT

Legal Intern

- **Background:** Graduate from Law
- **Placement:** Eni Jakarta Office
- **Remarks:** Prior internship experience, particularly in the oil and gas industry, is a plus point. Strong English language fluency (spoken and written)
- **Activities:**
 - o Conducting legal and regulatory research, including preparing concise summaries or excerpts of relevant laws and regulations.
 - o Assisting in drafting and reviewing legal documents, including contracts, correspondence, and other related documentation.
 - o Preparing contract summaries, assessments, and risk identification materials as required.
 - o Supporting the translation of legal and regulatory documents (Indonesian-English and vice versa).
 - o Assisting in the preparation of meeting materials, including minutes of meetings and negotiation notes.
 - o Supporting proper legal archiving and document management in accordance with internal procedures.

FINANCE DEPARTMENT

Treasury, Planning, and Reporting Intern

- **Background:** Graduate from Economics or Accounting
- **Placement:** Eni Jakarta Office
- **Remarks:** Strong English language fluency (spoken and written) is a plus point
- **Activities:**
 - o Support in activities related to book/record keeping (invoice processing, bank statements, administrative processes, etc.)
 - o Support activities related to banking operations (document preparations, bank reconciliation, etc.)
 - o Support in maintaining data within treasury systems (SAP, etc.)

Insurance Intern

- **Background:** Graduate from Management, Actuary, or Insurance
- **Placement:** Eni Jakarta Office
- **Remarks:** Strong English language fluency (spoken and written) is a plus point
- **Activities:**
 - o Support in insurance documents preparation, insurance contract documents management, and oversee contract administration
 - o Support internal monitoring of company insurance claims and documentation
 - o Support vendor contract compliance for insurance policy requirements
 - o Support insurance activity for the ongoing Eni Projects

SCM & PROCUREMENT DEPARTMENT

Procurement Intern

- **Background:** Graduate from Engineering, Science, Law, Economics, or any other related majors
- **Placement:** Eni Jakarta Office
- **Remarks:** Experience in data management, statistics, or reporting is a plus point
- **Activities:**
 - o Support in procurement activities and administrative tasks, including data management, supplier coordination, and report preparation
 - o Support in monitoring the report on team activities, progress, and key metrics
 - o To support data analysis and reporting, including collecting and analyzing procurement data to generate reports, tracking key performance indicators (KPIs), and providing insights to support decision-making

HR & SERVICES DEPARTMENT

Compensation & Benefits Intern

- **Background:** Graduate from any major, preferably in Management, Law, or Engineering major
- **Placement:** Eni Jakarta Office
- **Activities:**
 - o Support team in contract administration, monitoring, and assessment process
 - o Support in evaluating the contract performance feedback and closing out database
 - o Support in evaluating the Subcontractor and Ancillary Subcontracting database
 - o Support in evaluating the documentation of alignment contract documents
 - o Support in Post Award Contract Management administration matter

General Services Intern

- **Background:** Graduate from Informatics Technology, Communication, or Economic (Management / Finance)
- **Placement:** Eni Jakarta Office
- **Remarks:** Proficient in Ms. Office (Word / Excel / PowerPoints)
- **Activities:**
 - o Support in enhancing the work flow of General Services activities including but not limited to several office related operations.
 - o Additional support for administration works (i/e work orders, job orders, timesheets, claims, etc).

HR Operations Intern

- **Background:** Graduate from any major
- **Placement:** Eni Jakarta Office
- **Remarks:** Proficient in Ms. Office and fluent in English to work with Expatriates
- **Activities:**
 - o Support the daily operational administrative matters and provision (e.g, Statement Letter, Sponsor Letter, payment request, SUSMAR letter, etc)
 - o Support in the update of the expatriate Tracking database
 - o Assist in the preparation of work permit applications, including checking the supporting document completion.
 - o Assist with the onboarding and offboarding process of employees.

ICT Intern

- **Background:** Graduate from Computer Science, Information Systems, or Engineering
- **Placement:** Eni Jakarta Office
- **Remarks:** Familiarity with the Operating System and Office application is a plus point
- **Activities:**
 - o Support the development of the company's internal applications (programming, testing, user requirements, and documentation)
 - o Support business and technical applications transition (documentation, progress monitoring, user requirements, and training)

o Provide support to manage the availability of required documents for audit purposes.	
<u>HR Organization Intern</u> • Background: Graduate from Management, Human Resources, Business Administration, Law, Industrial Engineering, or other related majors • Placement: Eni Jakarta Office • Remarks: Proficient in Bahasa Indonesia and English to work with formal procedures • Activities: - o Assist in updating the regulatory monitoring report. - o Provide support for the general process of regulatory adoption (i.e. prepare communication to relevant users, reviewing the draft of procedures, and prepare required communication for regulatory adoption) - o Participate in preparing required compliance reports and documentation for regulatory submissions and monitoring. - o Provide support in job description creation/updating process (collecting & compiling from users, reviewing & maintaining accuracy of the job description) and maintain the database & filling system. - o Provide administrative and documentation support to the Organization team.	

Should you be interested in the position & meet the qualifications required, please register through the following [LINK](#).

Please note that applications may not be reviewed if received after **28 September 2025**. Only shortlisted candidates will be notified.

Please be aware that Eni will never ask the applicant to pay any fee or appoint any travel agent for the selection process. All communications that ask the applicant to pay any fee or use a specific travel agent are fraudulent & scams. The application can only be sent through the above email.