



Chevron Nigeria Limited Internship Programs

Chevron Nigeria Limited (CNL) provides temporary employment to people required to participate in mandatory learning programs to gain work experience in a chosen career, such as university, polytechnic, high school students. Chevron provides an opportunity for interns to learn about the company, its business, culture and core values. The internship program also serves as part of Chevron's contribution to building capability in Nigeria.

The relevant department or division is responsible for the intern's job scope, and performance feedback at the end of the program. Below are some typical areas interns could grow their skills and enrich their learning experience. This list is only a guide as departments may assign appropriate job responsibilities.

- [Human Resources](#)
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Human Resources

HR & Medical department provides people related solutions and services through focus, process excellence, and expertise, resulting in business success. Interns in the department will have the opportunity to:

- Have a general overview of HR
- Learn about the role of HR in helping to deliver the business objectives

HR interns should expect to gain experience in at least one of the following areas:

- Recruitment and Selection

- Expatriate Administration
- Organizational Capability
- Benefit Administration
- Industrial and Labor Relations
- Medical Services
- General support roles in various divisions of HR

Policy, Government and Public Affairs

Policy, Government and Public Affairs (PGPA) supports the performance and business objectives of Chevron, in terms of corporate responsibility, regulatory compliance, stakeholder partnership and reputation. Interns are engaged to learn how PGPA supports the business through:

- Promoting understanding of NMA business goals and values among external stakeholders
- Contributing to the building and management of Chevron's reputation in Nigeria
- Understanding stakeholder engagement, social investments and political functions
- Crisis communication processes and instruments
- Events management
- General support role

Downstream Gas

Chevron Nigeria has a strategic phased-development for commercialization of produced gas throughout its operations. Interns in Downstream Gas will have the opportunity to develop their skills in the following areas:

- Safety and mandatory OE related trainings for temporary employees
- Data entry in support of gas analysis
- Training in gas plant operations
- Gas contract negotiations – attend meetings with gas buyers and external stakeholders on gas contract negotiations
- General administrative support

Strategy and Business Planning

Strategy and Business Planning provides business related information to support the company's decision-making process. Interns in this department are often involved in:

- Monthly Service Level Agreement (SLA) performance reporting
- Monthly shared services performance outlook/forecast
- Content Management Reference Architecture (CMRA) user maintenance
- Managing EPIC budgeting application – User rights and cost center maintenance
- General support role

Information Technology

IT internship program offers the opportunity to gain hands-on experience working for a technically advanced world class organization. Interns work with teams of IT professionals using advanced systems and tools to create innovative solutions. The intern will not only learn about IT infrastructure but also about information protection, culture and core values. Typically, the intern will work in teams to grow his/her skills in:

- Applications development/programming
- IT infrastructure such as windows, desktop support, telecoms
- IT Project Management
- Technical Computing
- IT Business Planning
- Information Management
- Information Risk Management
- General support role

Supply Chain Management

Internship assignments may mirror some experience and responsibilities of supply chain professionals in procurement, contracts, logistics and marine functions. Interns are often assigned to:

- Upload and retrieve contract filing documents
- File contract documents after compliance approval
- Upload and download bid documents (Technical only)
- Bids analysis for further review by the catalog group
- General support role

Health, Environment and Safety

Health, Environment and Safety (HES) systematically manage Operational Excellence (OE) in order to:

- Achieve an incident and injury –free workplace
- Promote healthy workforce and mitigate significant workplace health risks
- Identify and mitigate environmental and process safety risks
- Operate with industry-leading asset integrity and reliability
- Efficiently use natural resources and asset

Interns in HES should expect to gain knowledge and experience in some of the following areas:

- Environmental stewardship process
- Risk management process
- Site assessment and remediation
- Waste management practices
- Essential Suites Application
- Introduction to process Safety

- Fire watch training
- Auditing
- iCare, hazard hunt, hazard identification
- General HES support

Finance

Finance interns have the opportunity to work in a global team that provides cost effective financial services in a control environment. Intern will learn not only about value-adding financial controls but also about our core value, integrity. Besides, they will be able to grow their skills in the following areas:

- Financial reporting
- Business planning
- Financial forecasting
- Internal controls
- Tax planning
- Compliance to applicable regulations
- General support role

NNPC/CNL JV Operations

The NNPC/CNL Joint Venture operations manage production and technical activities associated with our oil mining leases located in the offshore shelf and onshore regions of the Niger Delta. Amongst other things, interns in JV will be exposed to some of the following:

- General orientation and overview of organizational structure
- Completion components and schematic description
- Typical Wireline History Review
- Daily production monitoring
- Introduction to EC/Infoview
- Introduction to Okan pressure sheet
- Introduction to DSS: Well test, production data, DCA Decline Curve Analysis
- Well modelling: Nodal Analysis
- Introduction to Geology: Map reading (explaining faults, spill point, contour line, saddle etc)
- Wireline log interpretation: identifying contacts, fluid IDs etc.
- Material balance: Theory (Reservoir drive mechanisms, material balance equation STOIP/GIIP calculation)
- Okan water flood monitoring and surveillance: VRR, Voidage plots etc.
- Field visits: Escravos/Okan PP
- GAP for production systems optimization
- Make presentation on project of interest

Drilling and Completion

Interns in Drilling and Completion (D&C) will have the opportunity to learn in a team that provides cost effective drilling and completion operations. Specifically, the intern should expect to gain knowledge in some of the following areas:

- Knowledge Management – global metric, score cards, benchmarking, drilling and completion performance report, monthly report, quarterly report, well view.
- Well Planning – introduction to well planning and design, basic calculations (pressure, volume), preparation of well time & cost estimate, casing seat selection, design well program, well control issues.
- Well Completion – well completion options, well design and planning, well completion components and equipment, wellbore cleanout, perforation, sand control.
- BOSIET water survival training
- D&COT, Mud Warehouse - familiarize with drilling tools, completion accessories and drilling fluid chemicals.
- Rig HES Orientation - rig safety orientation, study tenets of operations using IFO pocket book, BBS observations, emergency procedure, PPE
- Rotary Drilling – rig components, circulating systems, solid control equipment, schematic diagrams of various rig components and functions

Facilities Engineering and Major Capital Projects

Facilities Engineering & Major Capital Project (FE and MCP) maintains NMA's safe, reliable and productive base business operations. It deliver projects on cost and schedule to add value to NMA's portfolio of major projects. Typical learning areas for interns include the following:

- Safety trainings
- Engineering trainings (chemical, mechanical, civil/structural, electrical) in project design offices
- Reading, interpretation, application of Process & Block Flow Diagrams (PFD & BFD), Piping & Instrumentation Diagrams etc.
- Development of PI Process Book to visualize plant processes (such as flow, temperature and level) remotely from some field locations
- Software trainings (such as Pipephase Hysys and AutoCAD)
- Applicable industry codes/standards and Chevron Engineering Standards
- Understanding of control systems architecture
- Practical field experiences on O&G business from Escravos field visits

Legal

The Legal Department deploys the best available legal resources in promoting the objectives of the company and enabling her carry out activities in the most ethical and honest manner. Interns who serve in this department should expect to work in a team of seasoned legal counsels and an opportunity to grow their skills in some of the following areas:

- Legal Research – Conduct research into various aspects of the law and preparation of legal opinion/advice on various issues
- Review of laws, bills, regulations and related instruments
- Litigation management – review and development of case management strategies for pending cases and attendance in court
- Legal Drafting – preparation of letters, lease agreements and other legal documents
- Communication skills – written and oral

Internship Scheme – Process and Procedure

- **Recruitment/Selection** – Selection procedure is aligned with the company's Recruitment & Selection process and driven by merit.
- **Placement** – Interns are assigned to appropriate departments taking into consideration the candidate's course of study.
- **Supervision** – Every intern is assigned to a Supervisor who is expected to set SMART goals for the intern and ensure these are achieved within the period of the internship. Goals must align with the objectives of the unit/division/department. This is value adding for the company.
- **Job Rotation** – Where possible, Interns are rotated between units in a division to broaden learning experience.
- **Aptitude Testing** – Administered twice in a calendar year – June and December.

How to Apply for Internships

If you are a Nigerian national and are interested in an internship program, read information below:

Create an Account

From the **Career Opportunities, Search for Jobs at Chevron** screen, select the **Sign In** button

Select the **Create an account** link

Complete the required fields and select the **Create Account** button

Create a Profile

Your Profile contains information about you and your qualifications. Your Profile has basic information such as your name and email address. Before you apply for the internship position, you should complete all the fields on your Profile.

Follow these instructions for completing and updating your Profile:

- 1) At the top of the screen, select *My Profile*.
- 2) Upload your Student Industrial Work Experience Scheme (SIWES) letter or support letter from your institution. Where possible the letter from your institution should state your Cumulative Grade Point Average (CGPA), expected start date, and duration of internship.
 - a) Otherwise upload a separate statement from your institution showing the CGPA.
- 3) Upload your current resume.

- 4) Ensure the Personal Information section is complete.
- 5) Select *Save* once you have completed your changes. Select *edit* if you have more changes.
- 6) Once completed, you will be directed to the requisition search screen. The message Profile Updated Successfully will display.

Apply for a Job

- 1) Click on the link to access the open internship position
- 2) Click on the apply button
- 3) You are required to answer assessment questions. The questions will automatically display. Answer as prompted.
- 4) Select *OK* in the confirmation screen to complete.

An automatic email notification indicating that you have applied to the position will be sent to the email address provided.