



DEMOCRATIC REPUBLIC OF TIMOR-LESTE
MINISTRY OF FINANCE
OFFICE OF THE MINISTER

**Ministry Diploma No. 13/2009,
of 25 February 2009**

Organic Statute of the Directorate-General of Corporative Services

The Organic Statute of the Ministry of Finance, featured in Decree-Law no. 13/2009 of 25 February created the central services in the direct administration of the State within the scope of the Ministry of Finance, including *inter alia* the Directorate-General of Corporative Services. Therefore its organic and functional structure must be approved, under article 24 of the same Decree-Law.

Thus the Government, through the Minister of Finance and under article 24 of Decree-Law no. 13/2009 of 25 February, publishes the following organic diploma:

CHAPTER I
GENERAL PROVISIONS

Article 1

Purpose

The present organic diploma sets the organic and functional structure for the Directorate-General of Corporative Services of the Ministry of Finance.

Article 2

Nature

The Directorate-General of Corporative Services, DGCS for short, integrates the direct administration of the State, within the scope of the Ministry of Finance.

Article 3

Mission and Attributions

1. The DGCS is responsible for providing technical and administrative support to the Minister, the Directorate-Generals and the remaining services of the Ministry of Finance, henceforth jointly designated as Directorates, within the spheres of general administration, including budget and financial administration, human resources, legal advisory, communication, documentation and filing, and patrimonial management.
2. The DGCS has the following tasks:

- a) Ensure the operation of the administrative and corporative services, as well as the management of financial resources;
- b) Manage human resources in such a way as to implement and coordinate the training program of the Ministry;
- c) Uphold Public Administration laws, regulations and procedures, within the scope of the Ministry;
- d) Execute the activities connected with the management of material resources and general services;
- e) Execute the activities related with the proper management of technological, information and computer resources;
- f) Ensure expenditure procedures, in accordance with the respective previous requisitions or commitments, corresponding to the acquisition of goods, works or services for the Ministry;
- g) Ensure the maintenance of Ministry equipments and vehicles, as well as ensure the respective acquisitions, repairs and transports;
- h) Provide the necessary means to ensure the participation of Ministry directors and staff at national or international events, including the means related to travels;
- i) Assess and issue opinions on the internal regulations of the Ministry services concerning human and material resources;
- j) Coordinate and provide for the publication and divulgation of official subjects with interest for the Ministry;
- k) Ensure, among other things, the communication service, as well as the surveillance, security, cleaning and maintenance of the facilities of offices belonging to Government members, Director-Generals and services and bodies supported by it, within the scope of the centralized delivery of services;
- l) Any others given to it by law.

Article 4
Superintendence

1. The superintendence over the DGCS is ensured by the Director-General, who is appointed by the Minister of Finance in conformity with the law.
2. The Director-General reports directly to the Minister of Finance.

CHAPTER II
ORGANIC AND FUNCTIONAL STRUCTURE

SECTION I
Organic

Article 5

Structure

1. The Directorate General of Corporative Services comprises the following departments:
 - a) The Department of Financial Support Services;
 - b) The Department of Human Resources Management;
 - c) The Department of Information Technology;
 - d) The Department of General Administration.
2. The DGCS also includes the following units, which are equivalent to Departments for all legal purposes:
 - a) The Legal Services Unit.
 - b) The Internal Audit Unit;
 - c) The Minister's Office Support Unit.
3. Some of the functions of the DGCS can be delivered through 'satellite units' in other Directorates of the Ministry:
 - a) Satellite units are created through Dispatch by the Minister of Finance, provided that it is proved they are in fact needed, and that there are qualified human resources to operate them;
 - b) According to a determination by the Minister of Finance, satellite units may be equivalent to Departments or Sections, as the case may be, for all legal purposes;
 - c) Satellite units are subordinated to the superintendence of the Director-General of the DGCS in all that concerns the development of new policies, administrative rules and procedures, as well as the consistent implementation of the existing ones.
 - d) The holder of the Directorate where a satellite unit is created shall be responsible for supervising its daily work.
 - e) Proposals concerning appointments for leadership positions in these satellite units shall be made jointly by the Director-General of the DGCS and by the holder of the Directorate where a satellite unit is created.

SECTION II

Functioning of the Departments

Article 6

Department of Financial Support Services

1. The Department of Financial Support Services provides support services to the Ministry's Directorates in matters related to the Ministry's budget and budget monitoring, cash flow management and payments;
2. The Department of Financial Support Services is namely responsible for:
 - a) Coordinating the drafting of the Ministry annual budget, initially prepared by the Directorates, ensuring its consistence with the valid rules and procedures, as well as consolidating it into a single Ministry budget;
 - b) Supporting the Directorates in the execution of their respective budget;
 - c) Ensuring the quarterly monitoring and assessment of the budget execution at the level of Ministry programs, issuing the respective report;

- d) Managing the cash flow of funds allocated to the Ministry from the State general budget;
- e) Processing and monitoring payments of goods, services and works acquired through the budget of the Ministry;
- f) In close collaboration with the Department of Human Resources management, processing the disbursement of funds related with travels and / or trips by Ministry personnel;
- g) Providing technical support and supervising the implementation of financial rules and procedures in all Ministry Directorates, including those which possess satellite units specifically mandated for such;
- h) Coordinating and supervising the satellite units set in the Directorates;
- i) Issuing regular reports and assessments on the implementation of the attributions of the department;
- j) Performing other tasks given by law or delegated by the Director-General.

Article 7

Department of Human Resources Management

1. The Department of Human Resources Management is the DGCS body which provides support services in the management of human resources to the Directorates of the Ministry of Finance.
2. The Department of Human Resources Management is namely responsible for:
 - a) Maintaining an updated and detailed record of the personnel working at the Ministry;
 - b) Coordinating the process for defining personnel management directives and manuals;
 - c) Providing technical support and supervising the implementation of the respective directives and manuals in all Directorates of the Ministry, including those that possess satellite units specifically mandated for such;
 - d) Managing attendance, absence, leave and sanction records in relation to Ministry personnel;
 - e) Initiating and / or participating in disciplinary cases, in collaboration with competent authorities of the Ministry;
 - f) Providing technical support, whenever necessary, in order to define the competences and profiles of the personnel of Ministry Directorates;
 - g) Processing and / or coordinating the recruitment of personnel for the various Ministry Directorates;
 - h) Preparing contract documents for temporary personnel and / or professional service providers hired by the various Ministry Directorates, as well as supporting them in the management and monitoring of these contracts;
 - i) Inserting data in the various human resource information systems and keeping them updated;
 - j) Preparing regular reports on the situation of the human resources in the Ministry;
 - k) In close collaboration with the Department of Financial Support, administrating and coordinating the travels by personnel inside and outside the country, both for work and training-related purposes;

- l) Supporting and monitoring the evaluation of the annual and extraordinary performance by the personnel of the Ministry Directorates;
- m) In coordination with the relevant entities of the Directorates, assessing the capacity building needs of the Ministry personnel and proposing actual measures to the competent authorities;
- n) Managing, monitoring and assessing training actions and scholarships attributed to the Ministry personnel;
- o) Maintaining an updated and detailed record concerning training actions and scholarships provided by the Ministry;
- p) Planning, mobilizing resources for the capacity building of Ministry personnel and managing the provision of scholarships by the Ministry;
- q) Coordinating and supervising the satellite units set in the Directorates;
- r) Issuing regular reports and assessments on the implementation of the attributions of the department;
- s) Performing other tasks given by law or delegated by the Director-General.

Article 8

Department of Information Technology

1. The Department of Information technology is the DGCS body that develops and maintains information and technology systems in the Ministry of Finance.
2. The Department of Information Technology is namely responsible for:
 - a) Providing support to systems and technologies, in relation to hardware and software, as well as to computer systems, networks, transaction processing systems and company corporative computer infrastructures;
 - b) Providing network administration, including maintenance, support and security in relation to hardware and software, as well as controlling access by users and installing, configuring, managing and maintaining network applications;
 - c) Providing user support / help desk function, answering IT related questions, troubleshooting problems and serving as a clearinghouse for user problems;
 - d) Ensuring database administration including database design, management, security, backup and user access;
 - e) Supporting the Ministry's internet and intranet operations including design and construction of web pages, monitoring traffic and linking web-based applications to the Ministry's existing information systems;
 - f) Supporting and providing advice to directorates in relation to the purchase of computer equipments, purchase and / or construction of specific databases and their respective maintenance;
 - g) Coordinating and supervising the satellite units set in the Directorates;
 - h) Issuing regular reports and assessments on the implementation of the attributions of the department;
 - i) Performing other tasks given by law or delegated by the Director-General.

Article 9

Department of General Administration

1. The Department of General Administration is the DGCS body that provides support services to the Directorates of the Ministry of Finance, regarding the management of logistical services, acquisition of goods, services and works, management and maintenance of movable and immovable patrimony, archive management and translation services.
2. The Department of General Administration is namely responsible for:
 - a) Manage procurement operations concerning goods, services and works to be acquired through the budget allocated to the Ministry;
 - b) Managing contracts concerning the supply of goods and services and the construction of works, in representation of the Ministry;
 - c) Defining rules and procedures for the supply and management of consumable goods, as well as the management of movable and immovable patrimony belonging to Ministry Directorates, namely vehicles, furniture, equipments, computer devices and buildings;
 - d) Providing technical support and supervising the implementation of these rules and procedures across all Ministry Directorates;
 - e) Maintaining an updated and detailed record of movable and immovable patrimony allocated to the various Ministry Directorates, namely vehicles, equipments, electronic / computer devices and buildings;
 - f) Whenever necessary, supporting Ministry Directorates in the maintenance and reparation of movable and immovable patrimony allocated to them;
 - g) Defining rules on correspondence and supervising their proper implementation across Ministry Directorates;
 - h) Maintaining an updated and centralized record and archive for all relevant correspondence and communication of the Ministry;
 - i) Ensuring regular cleaning and maintenance services for Ministry facilities;
 - j) Providing translation services to the Ministry as required, using external sources as needed;
 - k) Ensuring quality and consistence in the use of terminologies in translations;
 - l) Coordinating and supervising the satellite units set in the Directorates;
 - m) Issuing regular reports and assessments on the implementation of the attributions of the department;
 - n) Performing other tasks given by law or delegated by the Director-General.

Article 10

Leadership and Organizational Structure of the Departments

1. Departments are led by a Head of Department appointed under the law.
2. Whenever necessary, departments may be structured into several sections, according to their area of competence.
3. Subject to the approval of the Director-General, the Head of Department is responsible for defining competences and the profile for leaders and further personnel of the sections, as well as ensuring the internal distribution of tasks, the planning of activities and their respective budgeting.

SECTION III
Functioning of the Units

Article 11
Legal Services Unit

1. The Legal Services Unit is the DGCS body that provides and coordinates legal services within the scope of the Ministry of Finance.
2. The Legal Services Unit is namely responsible for:
 - a) Coordinating and supervising legal support to the Ministry Directorates;
 - b) Ensuring a coordinated and uniform approach across the Ministry and particularly in the satellite units of Directorates, in all legal issues concerning, *inter alia*, the capacity building of legal officers, the relationship with clients, answers to appeals, and judicial and legal documentation;
 - c) Drafting laws and normative acts within the scope of the competences of the Ministry of Finance;
 - d) Issuing opinions on the legal implications of decisions made by Ministry authorities, supporting and ensuring the proper interpretation of the law and normative acts in Ministry Directorates;
 - e) Providing assistance to the drafting of procurement contracts and issuing opinions in relation to their interpretation;
 - f) Issuing opinions on contract disputes arising from procurement awards;
 - g) Advising on legal issues in general and coordinating partnerships with attorneys / law firms hired by the Ministry;
 - h) Coordinating and supervising the satellite units set in the Directorates;
 - i) Issuing regular reports and assessments on the implementation of the attributions of the unit;
 - j) Performing other tasks given by law or delegated by the Director-General.

Article 12
Internal Audit Unit

1. The Internal Audit Unit is the DGCS body that ensures compliance by the Directorates of the Ministry of Finance with the laws, regulations, rules and administrative procedures, particularly the ones concerning public finance management.
2. The Internal Audit Unit is namely responsible for:
 - a) Identifying the main risks in terms of irregularities in the management of public finances in general, and in the Ministry budget and patrimony in particular, as well as recommending mechanisms to manage and mitigate these risks;
 - b) Regularly planning, organizing and executing acts of internal audit or verification at the Ministry Directorates;
 - c) After each act of internal audit or verification, issuing reports that present facts proving compliance or non-compliance with the applicable rules, the possible causes for non-compliance, if applicable, as well as recommendations on corrective measures and / or sanctions in cases of proved irregularity;
 - d) Presenting the reports from acts of internal audit and / or verification to the Director-General of the DGCS or, should the latter be the subject of the reports, directly to the Minister of Finance;
 - e) Monitoring the implementation of the recommendations;

- f) Issuing regular reports and assessments on the implementation of the attributions of the unit;
- g) Performing other tasks given by law or delegated by the Director-General or the Minister of Finance.

Article 13

Minister's Office Support Unit

1. The Minister's Office Support Unit is the DGCS body that provides and coordinates the necessary support for the operation of the Executive Office of the Minister of Finance, particularly in the areas of public and media relations, correspondence and archive, secretariat of the Finance Management Consultative Council and liaison with the National Parliament and the Council of Ministers.
2. The Minister's Office Support Unit is namely responsible for:
 - a) Managing and administrating the correspondence and archives of the Executive Office of the Minister of Finance;
 - b) Coordinating the exercise of public relations through the regular issuing of, *inter alia*, communicates or information pamphlets concerning activities of the Minister of Finance and Ministry Directorates;
 - c) Coordinating media participation at Ministry events or relevant activities;
 - d) Informing Ministry Directorates regarding publications and / or news that concern their respective activities;
 - e) Coordinating the publication of the Ministry bulletin;
 - f) Managing and administrating the secretariat of the Finance Management Consultative Council;
 - g) Ensuring and performing the liaison between the Ministry, the National Parliament and the Council of Ministers;
 - h) Issuing regular reports and assessments on the implementation of the attributions of the unit;
 - i) Performing other tasks given by law or delegated by the Minister of Finance or the Director-General.

Article 14

Leadership and Organizational Structure of the Units

1. Units are led by Heads of Unit, appointed under the law and equivalent to Heads of Department for all legal purposes.
2. Whenever necessary, units may be structured into several sections, according to their area of competence.
3. Subject to the approval of the Director-General, the Head of Unit is responsible for defining competences and the profile for leaders and further personnel of the sections, as well as ensuring the internal distribution of tasks, the planning of activities and their respective budgeting.

CHAPTER III

ATTRIBUTIONS AND COMPETENCES OF LEADERSHIP AND MANAGEMENT POSITIONS

Article 15
Director-General of the DGCS

1. The Director-General of the DGCS is the entity of the Ministry of Finance that is technically responsible for the departments and units of this Directorate-General, including satellite units set in other Directorates, supervising technical accuracy in the execution of policies, plans, programs, budgets and procedures that have been approved for the area of competence of the DGCS.
2. The Director-General is namely responsible for:
 - a) Superintending the strategic planning, the change management, the planning of human resources and the budget implementation at the Ministry of Finance;
 - b) Superintending DGCS services, coordinating and directing its activity according to the law and the guidance of the Minister of Finance;
 - c) Ensuring the monitoring and assessment of the policies, plans, programs, budgets and procedures approved for the area of competence of the DGCS;
 - d) Approving the necessary administrative rules and / or instructions for the operation of the DGCS;
 - e) Proposing the appointment of personnel, under the law, for leadership positions within the scope of the DGCS, including satellite units set in other Directorates;
 - f) Exercising administrative and disciplinary authority over DGCS personnel, including evaluating performance, starting disciplinary suits and applying sanctions under the law;
 - g) Participating in the meetings of the Finance Management Higher Commitment;
 - h) Issuing opinions and providing technical support in the his or her area of competence to the Government in general, and to the Minister of Finance in particular;
 - i) Performing other tasks given by law or delegated by the Minister of Finance.

Article 16
Heads of Department and Heads of Unit

1. Heads of department and Heads of Unit are DGCS entities that supervise technical accuracy in the execution of policies, plans, programs, budgets and procedures that have been approved for their respective department or unit.
2. Heads of Department and Heads of Unit are namely responsible for:
 - a) Superintending the services of the respective department or unit, coordinating and directing their activity under the law and in conformity with the guidelines issued by the Director-General;
 - b) Ensuring the monitoring and assessment of the policies, plans, programs, budgets and procedures approved for their respective department or unit;

- c) Proposing to the competent authorities administrative rules and / or instructions needed for implementing the attributions and competences of the respective department or unit;
 - d) Exercising administrative and disciplinary authority over the personnel of the respective department or unit, including evaluating performance, starting disciplinary suits and applying sanctions under the law;
 - e) Performing other tasks given by law or delegated by the Director-General.
3. Heads of Department and Heads of Unit report directly to the Director-General.

CHAPTER IV
FINAL AND TRANSITORY PROVISIONS

Article 17
Personnel

- 1. The personnel needed for holding management and leadership positions according to the present diploma shall be appointed in conformity with the law.
- 2. Should there not be enough competent personnel to hold management and leadership positions, the Minister of Finance may allow technical advisors to hold those positions temporarily.
- 3. After the present diploma enters into force, it will be important to define the staffing profile for the respective departments and units immediately, as well as to define their respective functional content, and to process the recruitment, confirmation or transfer of personnel in order to fill the positions.

Article 18
Entry into force

The present diploma enters into force on the day of its publication.

Approved by the Minister of Finance and ordered to be published in the Journal of the Republic in Dili, Timor-Leste, on March 2009.

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