

CURRICULUM VITAE



Name	: Mateus do Rosario Cabral.
Place, Date of Born	: Lacio, 29 th June 1968.
Religion	: Catholic.
Faculty	: Political and Social Science.
Branch/Department	: Public Administration.
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Work Experience:

1. Head of the Office for the Vice Minister of Finance from July 2009 up to now

- Representative of the Vice Minister at the ministerial lines meetings.
- Funds Manager's at the Office of the Vice Minister.

2. Senior Research for the Office of the Vice Minister of Economy and Development from August 2007 to March 2009

- Supporting the Vice Minister in the organization of the National Directorate for Rural Development.
- Preparation of the Manual for Rural Development.
- Collaboration with officials of the National Directorate for Rural Development, coordination and direction for the implementation of the Rural Development Programme.
- Organisation of training course of the National Directorate for Rural Development.

3. Deputy Director of Community Development Unit, Public Work Ministry from September 2005 to August 2007

- Facilitate meetings at sub-village and sub-district level.
- Facilitate meetings to gather suggestion at sub-village level.
- Facilitate budget disbursement for community.
- Help to design budget report.
- Sign contract Agreement with community.

4. Project Manager Assistant (Dili city upgrading strategy) UN – HABITAT from December 2004 to September 2005

- Facilitate community in urban areas to identify activities to be financed by UN – HABITAT, help community to overcome their problems.
- Provide budget to community and finance report as well.
- Report process implementación activities.
- Submit final report of the Project to donors and government.
- Help community to design their action plan.
- Sign contract agreement with community.
- Represent UN Habitat to sign contract agreement with community.

5. Director of NGO's Aifunan from March 2003 to December 2004

- Provide civic education to Community in order to take village chief election and Village council over the territory.
- Provide training on gender to youth, and provide clean water to community.
- Lobby with donor to get fund.
- Implement NGO's activities.
- Submit finance report to donors and government.

6. Chief of Operation Community Empowerment and Local Governance project fund by World Bank from August 2001 to Julho 2003

- Monitor CEP activities and follow up monthly meetings with all district coordinator office.
- Establish action plan for following month together district coordinator.
- Carry out evaluation on staff productivity.
- Supervise all program implementation and implement recommendation provided by World Bank Supervisor Mission regarding with operational activities.
- Attend final debate at sub-district level.

7. Deputy Chief of Operational Community Empowerment and Local Governance Project from May 2000 to August 2001

- Carry out monitoring on all CEP projects, support sub-district facilitator district coordinator to overcome problems related to operational activities.
- Conduct monthly meetings with sub-district facilitator.
- Carry out supervision on CEP activities together with World Bank Team.
- Implement World Bank Team recommendation especially on operational area.

8. Manatuto District community Empowerment Coordinator and Local Governance from February 2000 to May 2000

- Carry out coordination with CNRT, UNTAET and Church officers and provide technical support to sub-district facilitator.
- Conduct the final meeting on proposal at sub-district level.
- Assist World Bank Supervisor Team to carry out supervision on CEP.
- Summarize sub-district monthly report.

9. Management consultant on Kecamatan development program financed by World Bank in Manatuto from July 1999 to September 1999.

- Provide technical Support to sub-district facilitator.
- Carry out technical coordination with BAPPEDA TK II, PU Tk II.
- Summarize sub-district facilitator monthly report.

10. Sub-district PKK Facilitator in Sub-district of Lacle from July 1998 to July 1999

- Help community to identify activities that would be funded by PKK.
- Provide training on finance management to sub-district finance officer.
- Establish verification team on activities.
- Choose and train technical person.
- Choose, train and assist village.

INTERNATIONAL EVENT:

	Country	Event	Date	Status
•	Indonesia/Bali	World Bank (supervision mission)	October 2002	Participant
•	Thailand/Bangkok	World Habitat Day (conference, 11 countries)	October 2005	Participant
•	Canada/Vancouver	World Urban Forum (conference, 100 countries)	June 2006	Participant

LANGUAGE SKILL:

•	Tetum	Fluent
•	Bahasa Indonesia	Fluent
•	Portuguese	Enough
•	English	Enough

KOMPUTER SKILL:

•	Microsoft Word	Fluent
•	Microsoft Excel	Fluent
•	Powerpoint	Fluent

Dili, 9/7/2010

Mateus do Rosario Cabral

Head of the Office of the Vice Minister of Finance