



FIFTH CONSTITUTIONAL GOVERNMENT

Ministerial Diploma no. (...)/2013

Organic Statute of the Directorate General of Corporative Services

Decree-Law no. 44/2012 of 21 November approved the Organic Structure for the Ministry of Finance, which includes, among other services under the Direct Administration of the State, the Directorate General of Corporative Services.

As such, and in line with article 44 of that diploma, it is now necessary to regulate the organic and functional structure of the Directorate General of Corporative Services.

Therefore, the Government, through the Minister of Finance, have ordered, pursuant to Article 44 of Decree-Law no. 44/2012 of 21 November, the publication of the following organic statute:

CHAPTER I GENERAL PROVISIONS

Article 1 Subject

This organic diploma establishes the organizational functional structure of the Directorate General of Corporate Services in the Ministry of Finance.

Article 2 Nature

The Directorate-General of Corporate Services, hereinafter named as DGSC, integrates the direct administration of the state, under the Ministry of Finance.

Article 3 Mission and Responsibilities

1. The mission of the DGSC is to ensure the technical and administrative support to the Minister and Vice Minister, to the Directorates-General and to the remaining services of the MoF in the areas of general administration, human resources, finance and logistics, managing external assistance to MoF, communication, documentation and archiving, and asset management.
2. The DGSC shall perform the following tasks:
 - (a) Ensure the implementation and integrated execution of the national policy for the areas under its scope, in accordance with the Government's programme and with the superior guidelines issued by the Minister;

- (b) To ensure the functioning of the administrative and corporate services and financial resources management;
- (c) Ensure the proper management of human resources, in coordination with the Civil Service Commission;
- (d) Enforce the laws, regulations and Public Administration procedures within the scope of the MoF;
- (e) Carry out the activities related with the management of material resources and with general services;
- (f) Carry out the activities related with the proper management of technological, information and computer resources;
- (g) Manage the external assistance to the MoF;
- (h) Ensure the expenditure procedures, in accordance with the respective requests or obligations assumed beforehand, corresponding to the acquisition of goods, works or services for the MoF;
- (i) Ensure the maintenance of MoF equipment and vehicles, as well as carry out the respective acquisitions, repairs and transportation;
- (j) Provide the necessary means to ensure the participation of MoF managers and staff in national or international events, including those inherent to travelling;
- (k) Review and issue opinions on the internal regulations of MoF services concerning human and material resources;
- (l) Coordinate and ensure the publication and socialization of relevant official information by the MoF;
- (m) Ensure, inter alia, the communications service and the surveillance, security, cleaning and maintenance of the facilities belonging to the MoF or under its responsibility;
- (n) Any others given to it by law or dispatch.

Article 4
Superintendence

1. The superintendence of the DGSC is provided by the Director General who is appointed as provided by law.
2. The Director General reports to the Minister of Finance.
3. The Director General shall be replaced in his or her absence or impediments in accordance with the law.

CHAPTER II
ORGANIZATIONAL FUNCTIONAL STRUCTURE

SECTION I
ORGANIC STRUCTURE

Article 5
General structure

The structure of the DGCS includes:

- (a) The National Directorate of Human Resources;
- (b) The National Directorate of General and Financial Management;

- (c) The National Directorate for Managing External Support to the MoF;
- (d) The National Directorate of Logistics and Maintenance.

SECTION II

STRUCTURE AND OPERATION OF THE NATIONAL DIRECTORATES

Subsection I

National Directorate of Human Resources

Article 6

Tasks

The National Directorate of Human Resources, henceforth NDHR for short, has the following tasks:

- (a) Manage human resources;
- (b) Establish standard rules and procedures for the registration and approval of replacements, transfers, absences, subsidies and remuneration supplements;
- (c) Coordinate and manage annual performance reviews;
- (d) Organize and manage the individual registration of staff, in accordance with the personnel management information system (PMIS) of the Civil Service Commission;
- (e) Draft statistical records concerning human resources;
- (f) Support the development of strategies seeking to integrate a gender perspective in the MoF;
- (g) Coordinate the drafting of a staffing profile for the MoF, in collaboration with the Directors-General and the National Directors;
- (h) Manage and monitor the registration and control concerning the assiduity of staff, in coordination with the Directors-General and the National Directors;
- (i) Manage recruitment and selection operations, in coordination with the Civil Service Commission;
- (j) Assess the specific needs of each Directorate-General and National Directorate, propose the respective annual training plans and manage their implementation;
- (k) Regularly review, analyse and adjust the human resources of the MoF, in coordination with the Directors-General and the National Directors, ensuring that the skills of the staff are in accordance with their tasks;
- (l) Advise on employment conditions, transfers and other human resource management policies, as well as ensure their socialization;
- (m) Create, maintain and update a physical and electronic archive with the descriptions of tasks corresponding to each position in the MoF;
- (n) Support supervisors during the probation period of workers in the drafting of the extraordinary assessment report, ensuring proper guidance, supervision, distribution of tasks and development of skills;
- (o) Manage the scholarship programme in the area of Finance;
- (p) Any others given to it by law or dispatch.

Article 7

Leadership and supervision

1. The NDHR is managed by a National Director, who is appointed under the law.
2. The National Director reports directly to the Director-General of the DGCS.
3. The National Director is replaced in his or her absences and impediments in accordance with the law.

Article 8 Structure

The NDHR includes the following departments:

- (a) Department of Human Resources Management;
- (b) Department of Human Resources Development.

Article 9 Department of Human Resources Management

1. The Department of Human Resources Management, henceforth DHRM for short, has the following tasks:
 - (a) Establish standard rules and procedures for approving replacements, transfers, absences, subsidies and remuneration supplements;
 - (b) Process the recruitment, distribution and transfer of staff, in accordance with the law;
 - (c) Supervise attendance lists, including attendance lists by staff from organic units, reporting to the managers of supervisors of these units, as well as informing the staff members themselves about their assiduity;
 - (d) Coordinate with the payroll department for the due purposes;
 - (e) Supervise staff vacations, pensions and disciplinary issues;
 - (f) Coordinate performance evaluation issues, in accordance with the law;
 - (g) Socialize information on the performance evaluation review to the other structures of the Ministry of Finance;
 - (h) Organize regular performance evaluations in the Ministry of Finance;
 - (i) Supervise the performance evaluation processes, as well as collect their outcomes and report them to the staff and their supervisors;
 - (j) Organize and manage the individual records of staff, in accordance with the IT staff management system of the Civil Service Commission;
 - (k) Draft statistical reports related with human resource issues;
 - (l) Any others given to it by law or dispatch.
2. The DHRM includes the following sections:
 - (a) Staff Recruitment Section;
 - (b) Performance Evaluation Section;
 - (c) Assiduity Section;
 - (d) Staff, Archive and Database Management Staff.

Article 10 Department of Human Resources Development

1. The Department of Human Resources, henceforth DHR for short, has the following tasks:

- (a) Review staff profiles every year;
 - (b) Survey the needs of the structures of the Ministry of Finance;
 - (c) Review the terms of reference and rank positions;
 - (d) Identify the number of vacant positions in view of the approved staffing chart;
 - (e) Coordinate with all leadership positions so as to confirm and finalize the staffing profiles;
 - (f) Coordinate and prepare annual training plans;
 - (g) Review training reports;
 - (h) Monitor the implementation of training reports;
 - (i) Revise the tasks of the organic structures under the organic law;
 - (j) Review the professional characteristics that must be met;
 - (k) Support the National Directors in the development of staffing charts, which should identify actions seeking to meet existing needs;
 - (l) Support the Directors-General and National Directors in the updating of staff development plans;
 - (m) Review the needs in order to allocate scholarships;
 - (n) Coordinate the following tasks with the unit responsible for providing training in the area of financial management:
 - i. Identify training agencies;
 - ii. Establish arrangements with the agencies indicated in the previous sub-paragraph;
 - iii. Coordinate and select scholarship candidates;
 - iv. Facilitate logistics and financial support to selected scholarship candidates;
 - v. Supervise the progress and performance of scholarship holders;
 - vi. Submit the reports to the relevant structures of the Ministry of Finance and other partners.
 - (o) Any others given to it by law or dispatch.
2. Sections may be created, under dispatch by the Minister of Finance, should the volume of tasks or the number of staff so justify it.
 3. Subject to the previous paragraph, the Head of Department may create workgroups to be responsible for specific tasks.

Article 11
Leadership and Organizational Structure of the Departments

1. A Department is led by a Head of Department, appointed under the law.
2. Whenever required, Departments may be structured into several sections, in accordance with their areas of competence.
3. The definition of competences of staff members, the internal distribution of tasks, the planning of activities and their respective budgeting are the responsibility of the National Director and require approval by the Director-General.

Subsection II
National Directorate of General and Financial Management

Article 12
Tasks

1. The National Directorate of General and Financial Management, NDGFM for short, has the following tasks:
 - (a) Prepare and draft, in collaboration with the further services, the Annual Activity Plan for the MoF, as well as to monitor and evaluate its execution;
 - (b) Promote and monitor the drafting of plans by the various services of the MoF;
 - (c) Prepare, in collaboration with the further services, the annual budget for the MoF, as well as ensure the execution and control over the budget appropriations allocated to the various services of the MoF;
 - (d) Verify the legitimacy of expenses and handle their payment;
 - (e) Ensure the execution of the administrative procedures concerning MoF procurement (including whole of government appropriations), in coordination with the relevant public entities;
 - (f) Verify the legality of the contracts for the provision of goods and services and of the contracts for MoF works, as well as coordinate their execution;
 - (g) Ensure a system of internal communication procedures that is common to all services of the MoF and ensure the socialization of information to the public, the press and other entities in accordance with instructions from above;
 - (h) Provide the necessary means to ensure the participation by MoF managers and staff in national or international events, including those concerning travelling;
 - (i) Ensure the collection, storage, conservation and handling of documentation related to the MoF, namely ensure dispatch and correspondence;
 - (j) Any others given to it by law or dispatch.

2. Within the NDGFM there is a Specialized Procurement Team that has the following specific tasks:
 - (a) Prepare the annual procurement plans;
 - (b) Manage procurement operations concerning goods and services for the Ministry of Finance;
 - (c) Negotiate contracts;
 - (d) Manage contracts;
 - (e) Draft Commitment and Payment Vouchers and insert them into the Financial Management IT System;
 - (f) Review the legal basis of invoices and coordinate with the relevant departments in order to have them paid;
 - (g) Manage procurement documents.

Article 13
Leadership and supervision

1. The NDGFM is led by a National Director, who is appointed according to the law.
2. The National Director reports directly to the Director-General of the DGCS.
3. The National Director is replaced in his or her absences and impediments as foreseen in the law.

Article 14 Structure

The NDGFM includes the following departments:

- (a) Department of Financial Management;
- (b) Department of General Administration and Communication Advisory.

Article 15 Department of Financial Management

1. The Department of Financial Management, henceforth DFM for short, has the following tasks:
 - (a) Coordinate with the Office of the Prime Minister in order to facilitate the drafting and updating of the plans of the Ministry of Finance, including the 5-year operational plans and the Annual Action Plans;
 - (b) Socialize information on the plan cycles to the various structures of the Ministry of Finance;
 - (c) Ensure that the 5-year Plan and the Annual Action Plans are integrated in the Budget;
 - (d) Organize the planning sessions of the Ministry of Finance;
 - (e) Draft planning documents for the other structures of the Ministry;
 - (f) Ensure that the plans are budgeted;
 - (g) Socialize plans before the organic structures once they are approved;
 - (h) Monitor the implementation of the plans;
 - (i) Socialize information on budget manuals and fiscal envelopes;
 - (j) Support the drafting of the Budget in accordance with the Annual Action Plans;
 - (k) Compile the budget submission of the Ministry of Finance;
 - (l) Inform the Directors-General and National Directors in relation to their budget, once the State Budget is approved by Parliament;
 - (m) Ensure strict compliance with the budget rules;
 - (n) Compile the budget execution report of the Ministry of Finance;
 - (o) Ensure the organization and a proper work flow regarding the area of financial management;
 - (p) Manage cash advances issued by the Ministry of Finance;
 - (q) Review and respond to expenditure requests issued by Ministry directorates;
 - (r) Ensure that all financial transactions are properly archived;
 - (s) Any others given to it by law or dispatch.
2. Sections may be created, under dispatch by the Minister of Finance, should the volume of tasks or the number of staff so justify it.
3. Subject to the previous paragraph, the Head of Department may create workgroups to be responsible for specific tasks.

Article 16
Department of General Administration

1. The Department of General Administration, henceforth DGA for short, has the following tasks:
 - (a) Socialize standard rules and procedures in terms of office general administration, archiving and correspondence;
 - (b) Ensure compliance with the standard rules and procedures indicated in the previous sub-paragraph;
 - (c) Ensure that all directorates of the Ministry of Finance use the Documental Management IT System;
 - (d) Manage press relationships, including documentation concerning events related with the work by the Ministry of Finance, draft press releases and promote the publication of information on the Ministry of Finance's website;
 - (e) Any others given to it by law or dispatch.
2. Sections may be created, under dispatch by the Minister of Finance, should the volume of tasks or the number of staff so justify it.
3. Subject to the previous paragraph, the Head of Department may create workgroups to be responsible for specific tasks.

Article 17
Leadership and Organizational Structure of the Departments

1. A Department is led by a Head of Department, appointed under the law.
2. Whenever required, Departments may be structured into several sections, in accordance with their areas of competence.
3. The definition of competences of staff members, the internal distribution of tasks, the planning of activities and their respective budgeting are the responsibility of the National Director and require approval by the Director-General.

Subsection III
National Directorate for Managing External Support to the MoF

Article 18
Tasks

1. The National Directorate for Managing External Support to the MoF, NDMES for short, has the following tasks:
 - (a) In coordination with the further services, ensure the proper management and coordination in the identification and application of the technical and financial support provided to the MoF by the Development Partners;
 - (b) Manage the implementation of bilateral and multilateral support projects to the MoF, using Government internal systems and procedures so as to ensure the greater institutional strengthening of the MoF;

- (c) Ensure the existence of a mechanism for regular communication and coordination with Development Partners, so as to guarantee the efficient and effective use of the technical and financial resources provided to the MoF;
 - (d) Promote partnerships with Development Partners interested in supporting the MoF;
 - (e) Any others given to it by law or dispatch.
2. Sections may be created, under dispatch by the Minister of Finance, should the volume of tasks or the number of staff so justify it.
 3. Subject to the previous paragraph, the Head of Department may create workgroups to be responsible for specific tasks.

Article 19
Leadership and supervision

1. The NDMES is managed by a National Director, who is appointed under the law.
2. The National Director reports directly to the Director-General of the DGCS.
3. The National Director is replaced in his or her absences and impediments in accordance with the law.

Subsection IV
National Directorate of Logistics and Maintenance

Article 20
Tasks

1. The National Directorate of Logistics and Maintenance, NDLM for short, has the following tasks:
 - (a) Ensure the inventorying, maintenance and preservation of the State assets allocated to the MoF, including buildings, motor vehicles and office supplies, in collaboration with the relevant public entities;
 - (b) Coordinate the execution and distribution of materials and supplies to all services of the MoF;
 - (c) Whenever necessary ensure the acquisition / building / installation of goods or services allocated to the MoF;
 - (d) Ensure the surveillance, security, cleaning and conservation of the facilities belonging to the MoF or under the responsibility of the MoF;
 - (e) Any others given to it by law or dispatch.

Article 21
Structure

The NDMES includes the following departments:

- a) Department of Asset Management;
- b) Department of Logistics, Supply and Storage.

Article 22
Department of Asset Management

1. The Department of Asset Management, henceforth DAM for short, has the following tasks:
 - (a) Ensure a safe database for inventorying all vehicles by the Ministry of Finance;
 - (b) Ensure that the rules and legislation related with vehicle operation are respected;
 - (c) Ensure that travel tickets are duly completed;
 - (d) Establish and carry out the procedures for identifying maintenance and repair needs in relation to Ministry vehicles;
 - (e) Identify, record and make decisions on the disposal of Ministry vehicles;
 - (f) Draft reports and other reviewing documents on the use of State vehicles;
 - (g) Draft and maintain a record of immovable assets attributed to the Ministry of Finance;
 - (h) Draft and comply with the rules for maintaining and repairing public buildings attributed to the Ministry;
 - (i) Coordinate the preparation for identifying the needs and developing the specifications regarding maintenance and repairing works;
 - (j) Coordinate the technical supervision concerning the maintenance and repairing of public buildings attributed to the Ministry;
 - (k) Draft and comply with the rules for securing and cleaning public buildings attributed to the Ministry;
 - (l) Supervise cleaning services and draft reports concerning this area;
 - (m) Any others given to it by law or dispatch.
2. Sections may be created, under dispatch by the Minister of Finance, should the volume of tasks or the number of staff so justify it.
3. Subject to the previous paragraph, the Head of Department may create workgroups to be responsible for specific tasks.

Article 23
Department of Logistics, Supply and Storage

1. The Department of Logistics, Supply and Storage, henceforth DLSS for short, has the following tasks:
 - (a) Ensure proper collection and inspection of the goods purchased by the Ministry of Finance;
 - (b) Draft reports to the contract managers on any inadequacies concerning the procured goods;
 - (c) Issue reception and inspection certificates in relation to procured goods, in accordance with the applicable procedures;
 - (d) Ensure the transportation of procured goods to the warehouse;
 - (e) Draft periodic reports on goods procured by the Ministry;
 - (f) Participate in any reception and inspection operation concerning goods procured by the Ministry;
 - (g) Draft and implement standard rules for verifying the stored goods, materials and consumables;

- (h) Ensure the timely delivery of the goods, materials and consumables requested by the organic structures of the Ministry;
 - (i) Ensure the safe storage of all goods, materials and consumables;
 - (j) Draft reports on the procurement services;
 - (k) Draft and implement standard rules for assessing fuel needs, as well as carry out the respective planning and budget;
 - (l) Develop and maintain proper fuel storage and respective distribution mechanisms;
 - (m) Supervise the use of fuel and maintain a record of the fuel available for all vehicles and generators of the Ministry;
 - (n) Draft reports on the use of fuel;
 - (o) Draft and implement standard rules for assessing the needs in terms of office materials, as well as carry out the respective planning and budget;
 - (p) Draft and implement standard rules for assessing existing office materials;
 - (q) Ensure the timely delivery of office materials to all organic structures of the Ministry of Finance;
 - (r) Identify and record materials, including materials to be disposed of;
 - (s) Draft reports on the use of office materials;
 - (t) Any others given to it by law or dispatch.
2. Sections may be created, under dispatch by the Minister of Finance, should the volume of tasks or the number of staff so justify it.
 3. Subject to the previous paragraph, the Head of Department may create workgroups to be responsible for specific tasks.

Article 24

Leadership and Organizational Structure of the Departments

1. A Department is led by a Head of Department, appointed under the law.
2. Whenever required, Departments may be structured into several sections, in accordance with their areas of competence.
3. The definition of competences of staff members, the internal distribution of tasks, the planning of activities and their respective budgeting are the responsibility of the National Director and require approval by the Director-General.

CHAPTER III

TASKS AND COMPETENCES OF LEADERSHIP AND MANAGEMENT OFFICES

Article 25

Director-General of the DGCS

1. The Director-General of the DGCS is the entity of the Ministry of Finance that provides technical supervision to the National Directorates of this Directorate-General, so as to ensure technical accuracy when executing the policies, plans, programmes, budgets, rules and procedures approved for the area of competence of the DGCS.
2. The Director-General has the following tasks:

- (a) Supervise the services of the DGCS and coordinate and lead its activity under the law and as directed by the Minister or the Vice-Minister of Finance, as applicable;
 - (b) Ensure the monitoring and evaluation of the policies, plans, programmes, budgets and procedures approved for the area of competence of the DGCS;
 - (c) Approve the administrative rules and / or instructions required to the operation of the DGCS;
 - (d) Participate in the process for appointing staff members to leadership and management positions in the DGCS, according to the law;
 - (e) Hold administrative and disciplinary authority over all staff members of the DGCS; this includes processing performance evaluations, starting disciplinary procedures and applying sanctions in accordance with the law;
 - (f) Implement a proper communication strategy among staff members;
 - (g) Participate in the meetings of the Consulting Council of the Ministry of Finance;
 - (h) Issue opinions and provide technical assistance in his or her area of competence to the Government in general and to the Minister or Vice-Minister of Finance in particular;
 - (i) Carry out the further tasks given to him or her by law or delegated by the Minister or Vice-Minister of Finance.
3. Within the compliance of his or her tasks and competences, the Director-General is supported by an Executive Support Office, which is made up by professionals divided into the following groups:
- (a) Group of Information Systems, consisting of staff from the Unit of Financial Management Information Systems;
 - (b) Group of Policy Planning;
 - (c) Group of Quality Control, consisting of staff from the Office of Audit and Inspection;
 - (d) Group of Human Resources;
 - (e) Group of Finances;
 - (f) Group of Administration and Logistics.
4. The professional officers listed in the previous paragraph shall perform the tasks given to them by the Director-General of Corporative Services and report the results to the most senior hierarchic superior in their Directorate, Department or Unit of origin.

Article 26
National Directors of the DGCS

1. The National Directors of the DGCS are entities of the Ministry of Finance that provide technical management over the departments and units in their respective National Directorates, so as to ensure the implementation of the tasks and competences bestowed upon the respective National Directorates.
2. National Directors have the following tasks:
 - (a) Ensure technical leadership and operational management over their respective National Directorates, so as to guarantee the full execution of the

- competences and tasks of those National Directorates, in accordance with the law and as directed by the Director-General;
- (b) Draft the necessary instructions for the operation of the departments and units under their respective National Directorates and submit them to their superiors for decision;
 - (c) Participate in the routine meetings scheduled by the DGCS;
 - (d) Issue opinions and provide technical assistance in their areas of competence to the Director-General;
 - (e) Perform the further competences given to them by law or delegated by the Director-General.

Article 27 **Heads of Departments**

1. The Heads of Departments are DGCS entities who manage their respective departments, including sections if applicable, so as to ensure the implementation of the tasks bestowed upon their respective departments.
2. Heads of Departments have the following tasks:
 - (a) Supervise the services of their respective departments and coordinate and lead their activities under the law and as directed by the National Director;
 - (b) Propose to the relevant authorities administrative rules and / or instructions for implementing the tasks and competences of their respective departments;
 - (c) Perform the further competences given to them by law or delegated by the National Director.
3. Heads of Departments report directly to the National Director.
4. Heads of Departments are the immediate superior officers of the Heads of Sections that exist in the respective departments.

CHAPTER IV **FINAL AND TEMPORARY ARRANGEMENTS**

Article 28 **Staff**

1. The necessary staff for the management and leadership positions listed in the present diploma shall be appointed under the law.
2. In the event that no suitable applicant can be found to exercise the management and leadership positions, they are to be replaced as set by law.
3. Once the present diploma comes into force it will be necessary to proceed immediately with the definition of the staffing profile for the respective departments, units and sections, with the definition of the respective functional contents and with the recruitment, confirmation or transfer of staff to fill the positions.

Article 29 **Entry into force**

The present law enters into force on the day after its publication.

Approved by the Minister of Finance and ordered to be published in the 'Jornal da República' in Dili, Timor-Leste, on 13 December 2013.

Emília Pires
Minister of Finance