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## HEAD OF DEPARTMENT OF TRACKING AID AND ITS RESULT

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**Name:** Joao Maria Fatima Da Costa Coimbra

**Photo:**



**Profile:**

**1) Place/date of birth:**

Mr. João M.F.C. Coimbra was born in Baucau, on 13 of October 1969.

**2) Education:**

- Mr. João MFC Coimbra, finished his primary education (SD) in 1981, Junior High School (SMP) in 1984 and Senior High School (SMA) in 1987, all were accomplished in Baucau district.
- He then accomplished the Bachelor degree in Public Administration sciences at the UNTIM (Universitas Timor Timur), in 1996, in Dili.

**3) Training:**

In his endeavor to enhance his capacity and skills Mr. João MFC Coimbra attended a series of training and courses as listed below :

- October 1991 - Leadership course, Dili
- February 1994- Computer course, Dili
- August 2001-Organization And Management Course, INAP-Dili
- August 2001- Office skills workshop organized by UNTAET Administration
- August 2003- Project and Procurement Management Course - Philippines
- December 2004- dissemination course of Civil Servant Low, INAP Dili

- 2004- Long distance course for procurement, organized by World bank
- March 2007- Trade services and Trade Finance Workshop, Mandiri Bank-Dili
- August 2003-Project and Procurement Management course, organized by Asian Institute of Management in Makati City-Philippines.
- March to April 2009-Seminar on Development Cooperation for Asian Countries, organized by KOICA, in South Korea
- October 2009- Pacific Island Forum Meeting in Nadi, Fiji
- January to July 2010- Voice Secondment Program Participant, Organized by The World Bank Group on Fundamental Bank Operation in Washington DC.
- August 2010- 41<sup>st</sup> Pacific Island Forum Meeting in Port Vila – Vanuatu

#### **4) Experience,**

- 1991 – 1992 had worked as a Permanent administration Staff at UNTIM Rectorate office
- As a civil servant during the Indonesian administration in the Office of Baucau District Administrator from 1993-1999;
- 2000-2001- Instructor in Baucau Caritas Computer
- 2001- Staff in IRFED (French NGO) in Baucau, Timor Leste.
- After the independence, during the period of 2001 - 2008 he held the position as A Procurement officer at the Ministry of Finance with the responsibilities as listed below:
- 2001-2005 - Procurement officer and counterpart with UN International Advisor

##### Main responsibilities:

- Source quotation for goods and services; Receive proposal and bids; Identify/verify errors in quotation and bring to the attention of the Head Procurement; Prepare Purchase Order for the Head Procurements certification; Administering contracts;
- Supervise and train Junior Procurement Officers in Procurement Manual and Procedures;
- 2005 – 2007- Head of Department Public Tender and Contract Administration :

##### Main responsibilities:

- Lead the department; act as deputy of National Procurement Director; Sign Request for Quotation for less than Fifty thousand US dollar; Sign contract and Purchase Order up to Ten Thousand US dollar; Approve payment request up to a

maximum of One Hundred US dollars; prepare procurement plan; receive and transfer Commitments to procurement officers; edit commitments and purchase order amount; preparing training for the junior Procurement Officers, certifying evaluation of quotations and bids, Assist pre-bid meeting for the contractor; preparing workshop for the contractors; Prepare quotations bids, evaluation of quotation and bids document; execute government budget for each fiscal year; assist procurement officers in preparing tender document; establishment of contract progress table; prepare weekly and monthly report to the director; assist Director in preparing annual report; Assist Free Balance training to the Junior Procurement Officers and line ministries officers

- 2007-2008 Head of Department Carry Over Management since December 2008.

Main responsibilities:

- Lead the Department; Supervise Five procurement officer and two advisors; Manage carry over contract from year 2003 - 2007; prepare procurement plan; Verification of contract period; certify request of payments; prepare briefing notes the National Director of Central Procurement; advising and brief all line ministries procurement officer; monitor and inspect project on the field; Supervise and train Procurement Officers and assistant PO in Procurement Manual and Procedures area; prepare workshop bullet points; act as procurement focal point by director appointment; prepare directorate budget formulation; prepare internal and horizontal correspondences; analyze contract; analyze additional funds for the contract; analyze retention periods; schedule site inspection; solving outstanding payments; verify list of re-appropriation project figures; certify request for payment for the signature of Procurement Director; successfully reduce and closed down carry over figures from 195 million from goods and services, minor capital, capital development, including transitional budget to 22 million;

**Related information - NDAE- Head Department for Monitoring External Assistance and its Outcomes and acting head of NAO Services TASKS:**

- Issue opinions on policies, progress and outcomes of external assistance for
- Development;
- Maintain an updated and detailed profile of development partners;
- Develop and implement monitoring and evaluation methods for specific projects;
- Compile information on good practices in the implementation of projects and share Them with development partners and relevant State bodies;
- In partnership with the European Commission Delegation in Timor-Leste, manage The European Development Fund;
- Issue regular reports and analyses on the implementation of department Attributions;
- Perform other tasks given by law or delegated by the National Director.