
HEAD OF DEPARTMENT OF GENERAL ADMINISTRATION

Name: Domingos Marques

Photo:



Profile:

- 1) **Place/date of birth :**
Mr. Domingos Marques was born in Ainaro on 2 September 1968;

- 2) **Education:**
 - Mr. Domingos Marques completed his Primary school in 1978-1983; Next he finished his Junior high school in 1986 and three years later he completed his Senior High School in 1989, all were done in Ainaro.
 - Domingos was lucky to have accomplished his State College for Interior Affairs (STPDN = Sekolah Tinggi Pemerintahan Dalam Negeri) - in 1992 after three / four years of study, in Bandung, Indonesia,.

- 3) **Training:**

During Indonesia administration,

 - In 1995 Mr. Marques attended a Management of Training (MOT), in Yogyakarta, Indonesia;
 - In 1997 he attended a Leadership training course in Malang, Indonesia.

After the independence, Mr. Domingos attended a series of training courses, including:

- In 2002, English Course- elementary II, in Dili; Human Rights Law and UN Procedure in Dili; Participatory Local Development Planning in Bali, Indonesia;
- In 2004, he attended an NGO Leadership, Development and Social Change Course in IIRR, Silang Cavite, in Manila, Philippines.
- In 2005, he attended a Gender Mainstreaming Training in Dili, and then a Technical International Cooperation training (CPLP) also in Dili;
- In 2006, he attended a Comparative Study on Poverty Reduction in, Manila, Philippine;
- In 2007, he attended an Academic English Training Course in CDU Darwin Australia;
- Lastly also in 2007, he attended an Orientation on Development Members Country (DMC), under auspice of ADB HQ, Manila, Philippines.

4) Experience:

During Indonesian period, Mr. Domingos undertook the following jobs:

- Over two years (October 1992 - October 1994) he was the Sub District Military Commander in East Java, Indonesia;
- Over 2 months in 1994 (October-December), he held the job as a Staff in the Local Government (East Timor Province), in Dili;
- In 1995, he moved to Oecusi where he took the job as the Interim head of H.R. Division (kabag kepegawaian) in Oecussi District, over two months (January – March);
- In March 1995 until September 1996, he was promoted as the Deputy Administrator of Sub District Pante Makasar, Oeccussi;
- In the last 3 years of Indonesian Administration, 1996-1999, he attended a “Learning Extension Program” in the Brawijaya University in Malang, East Java.

After the independence,

- In December 2001, Mr. Domingos was a staff in the National Directorate for Planning and External Assistant Coordination (NDPEAC), undertaking a specific job in the “NGO Liaison Unit” (NGO-LU), at the Ministry of Planning and Finance. Over this period, his job was to liaise between the Government with the Local and International NGOs, during which he handled the list of NGO’s and their activities in the country. Also as part of his job, he provides his advice to the Minister and the Director of

the NDPEAC, as well as conducting regular meetings with the NGOs;

- In 2004 he specifically conducted a survey focusing on the NGOs working in the country;
- In the period of 2002 - 2004 he was the member of the Civic Education Steering Committee;
- During the period of 2002-2005 he was the member of the UNDP- CSO Project Steering Committee, with specific job regarding *shortlist* of the proposals, *decision* of the selected proposals and *monitoring* the project implementation;
- In 2004, he joined the SEP research under the auspice and collaboration of the Government of Timor Leste and NGOs like Global South, Lao-Hamutuk and Perkumpulan HAK);
- Over the period of 2003, 2004, and 2005 he was a core member of the Donor Meeting Steering Committee and actively participated in all the development Partners Meetings hosted by the Ministry of Planning and Finance;
- Over the period of January 2008 to October 2009, as a Staff of the Executive Office of the Minister of Finance he was seconded to Support the MCA-TL as a Public Consultation Assistant;
- Since November 2009 until now Mr. Domingos has been undertaking the job as the Head of General Administration in the Directorate General of Corporate Services, MOF; in this tenure he is also the member of the Permanent Commission of Tender and Quotation (PCTQ), DGCS, MOF.

Related information- *The Head of department of General Administration has the following TASKS:*

- a. To provide support services to the Directorates of the Ministry of Finance on the management of logistic services, purchase of goods, services and works, management and maintenance of movable and fixed assets, management of files and translation services;
- b. Manage the operations of goods,, services and works to be purchased with the budget allocated to ministry;
- c. Manage contracts for the supply of goods and services and construction works;
- d. Set standards and procedures for the provision and management of consumables, as well as management of movable and fixed assets in the directorates, including vehicles, equipment, and buildings;
- e. Provide technical support and oversee the implementation of these standards and procedures in the directorates of ministry;
- f. Maintain an updated and detailed record of movable and fixed assets assigned to the different directorates;
- g. Support the directorates of ministry in the maintenance and repair of the movable and fixed assets assigned to them;

- h. Establish standards for correspondence exchange and oversee its proper implementation in the directorates;
- i. Maintain an updated and centralized register and file of all relevant correspondence and documentation of ministry;
- j. Provide translation services to the ministry in accordance with request, using external sources as needed;
- k. Ensure quality and consistency in the translation terminology;
- l. Issue regular reports and analysis on the implementation of tasks.