
HEAD OF DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

Name: MANUELA NÉLIA CARVALHO ALIN

Photo:



Profile:

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

Ms. Nelia was born in Dili, on 12 de May, 1972.

2) **Education:**

- Ms Nelia finished her primary school (SD) in 1986, then Junior High School (SMP) in 1989 and Senior High School (SMA) in 1992, all in Dili.
- She then accomplished her Bachelor degree in *management* in the UNPAZ, Dili, in 2007 after 5 years of study in that University.

3) **Training:**

Ms Nelia also enhanced her skills and knowledge through a series of training courses such as:

- Training on *personnel implementation* system, majoring in *Database* system, in 1997- in the Department of Labor (DEPNAKER);
- *Administration and productivity* training also in DEPNAKER, in 1999;
- *Computer and English* training in Salesian Balide - in 2002;

- *Public Service Law dissemination*, in 2004;
- *Data Validation project on gathering, validation, compilation of HR records* in civil service, in 2005, held by MAEOT
- *HR management* in 2005 and 2006;
- *Project Administration and Registration*, under auspice of AusAid and MPFCBP in 2007;
- *PMIS* also held by INAP/MAEOT in 2007;
- Professional training on *Public Administration and Management and Archiving* under auspice of INAP (MAEOT) and AusAid – in 2008.

4) **Experience:**

- During Indonesian administration, Ms Nelia was a staff of one of BATARA INDRA group company, PT Konindo since 1992-1994;
- Further, over five years (1994-1999) she worked as a public servant in the Provincial Office of Department of Information and Media (Kantor Wilayah Departement Penerangan) holding the level of 2/b which is part of semi-middle low level of Indonesian system;
- Since 2003 Ms Nelia has been working in the Corporate Services as a HR Staff and subsequently since 31 October 2009 she has been holding the position of Head of Human Resources Department as part of the MOF instituional reform. Her roles and responsibilities according to the organic law of the minsitry is as described below.

Related information- *The head of department of Human Resources Management has the following TASKS:*

- a. to provide support services to the directorates of the MOF in the area of human resources management that includes personnel management, defining guidelines and manuals, manage absences, disciplinary proceedings, recruitment of staff, keep updating the data base, manage and evaluate the training and scholarships;
- b. maintain updated and detailed record of personnel;
- c. coordinate process of defining guidelines and manuals for staff management;
- d. provide technical support and oversee the implementation of guidelines and manuals in all directorates;
- e. manage records of attendance, absences, leave and sanctions of ministry staff
- f. start/participate in the disciplinary proceedings in consultation with competent authorities;
- g. process/coordinate the recruitment of staff;

- h. preparation of contracts documents for temporary staff and or providers of professional services contract by directorates, support them and monitor these contracts;
- i. entry data into various HR information system;
- j. administer and coordinate process of movement of staff for training and business travelling purposes inside and outside of the country;
- k. support and monitor the process of annual and extraordinary performance evaluation of directorates staff;
- l. in consultation with relevant organizations, conduct tests on capacity building needs for the staff of departments;
- m. manage, monitor and evaluate training activities and scholarships allocated to ministry;
- n. keep updated record of training courses and scholarships;
- o. Issue regular reports and analysis of implementation of tasks.