
HEAD OF DEPARTMENT OF INFORMATION TECHNOLOGY

Name: Venceslau Quintao Guterres

Photo:



Profile:

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

Mr. Venceslau was born in Uatucarbau on 28 October 1975.

2) **Education:**

- Mr. Venceslau finished his primary school in Uatucarbau in 1986, and consecutively completed his Junior High School (SMPK) in 1992 and Senior High School (SMA) in 1995, all in Baucau.
- He then strived for higher education and achieved his Bachelor degree in Computer engineering in STIMIK, Bandung, Indonesia in 1997-2003.

3) **Training:**

As a new holder of the position Mr. Venceslau has been able to enhance his knowledge and skills through the following training opportunities both in the country and overseas:

- In January 2010, he attended the FreeBalance Annual Meeting in Montreal, Canada;
- In March 2010 he led the IT team in the site assessment of the activated connectivity for GRP software Implementation to All Organs of State, in Dili;

- In July 2010 he attended a seminar on Oracle Administration – Oracle Workshop in Jakarta.

4) Experience:

- Over 4 years of experience as the MOF IT staff has enabled him in assisting the Ministry's computer network and providing productive communication and information collation relevant to the ministry's daily jobs ensuring the good operation and maintenance of personal computers, servers and printers.
- Assistance with the "Physical and Data Security Policy" and introduction of a high level of physical and data security for the MoF, as appropriate for the ministry;
- Freebalance Technical System of Installation and configuration to all Organs of State in Dili;
- Assisting in the Email Account Naming Policy to ensure that the user's email address fit well in the Ministry's criteria and policy and avoid antagonistic or embarrassing derivations of the user's name, and ensure a flexible communication system in each department /unit.
- The above experiences have enhanced his capacity and skills in the areas of: windows 2003 server installation and configuration, Cisco Router Configuration, Internet configuration, wireless Access Point Configuration, developing Microsoft NET Application, Oracle 11g, Exchange Server and FreeBalance.

Related information- *The Head of Department of Information Technology has the following TASKS:*

- a. develop and maintain information systems and technology in the ministry of Finance;
- b. provide support for systems and technology in terms of hardware and software, networks, systems for processing transactions and computing infrastructure of corporate companies;
- c. provide management to the networks, including maintenance, support and security in terms of hardware and software, including also the control of users access and the installation, configuration, management and maintenance of network applications;
- d. provide user support, including responding to software issues, tackling problems and working as a central to solving problems faced by users;
- e. ensuring the administration of databases, including design, management, security, protection and user access to databases;

- f. supporting the internet and intranet operations of the ministry, including design and construction of the websites, traffic monitoring and connection of network-based applications to the existing information systems in the ministry;
- g. assist and advise the directorates on the purchase of computer equipment, purchase and or construction of specific databases and their maintenance;
- h. Provide regular reports and analysis of the implementation of tasks.