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## HEAD OF DEPARTMENT OF LEGAL SERVICES UNIT

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**Name: VACANT**

Despite the position is vacant since its establishment in 2008, due to the importance of the unit in the context of the ministerial reform programs, the unit has been operating with minimum resources and staffing, including one temporary staff who is temporarily undertaking the care taker jobs with technical assistance of an international adviser. The following details of this caretaker are:

**Name of care taker: Tomas Pinto Gusmao**

**Photo:**



**Profile:**

- 1) **Place/date of birth:** Lospalos, 08 de Abril 1980.
- 2) **Education:**
  - Tomas finished his primary education in his village Cacavem, (Lospalos) in 1994 and subsequently completed his Junior High School and Senior High School in Lospalos (Lautem district capital) in 1997 and 2001 respectively.
  - In 2003 he strived for higher education and studied in the University of Technology Surabaya where he achieved Bachelor degree in law, majoring in International Law in 2008.
- 3) **Training:**

- Before entering the university, Tomas tried to enhance his language skills and attended *English language* training and basic *computer training* in Kupang in 2002.
- In February 2010 he attended a very short training course on *contract drafting and negotiation skills* at the Indolaw Center, Jakarta, Indonesia, when he was already recruited as a temporary staff of the Legal Support Unit of the MOF.

**4) Experience:**

- Tomas was recruited as a temporary staff of the Legal Support Unit of the MOF in 2009 where the unit was just established as part of the MOF reform program;
- Currently, in conjunction with and under the technical assistance of an international adviser (his counterpart) Tomas is currently assigned to undertake several functions including: collecting and analysis of facts as presented by the DGs and Directorates as part of a legal process; preparing legislation drafts as well as legal opinion in the follow up of requests and opinions from line ministries or from Directorates of the MOF themselves.

**Related information-** The Head of Department of the Legal Service Unit when he/she is recruited has the following **TASKS:**

- Coordinate and oversee the legal aid to the Directorates of the Ministry;
- Ensure a coordinated and uniform approach within the Ministry and particularly in satellite units of the Directorate General in all legal issues relating to, among others, capacity building of lawyers, relationship with customers, answers, answers the appeals and the processing of juridical and legal documentation;
- Prepare draft laws and legislative acts within the competence of the Ministry of Finance;
- To issue opinions on the legal implications of decisions taken by the Ministry's authorities, support and ensure the correct interpretation of the law and normative acts in the Directorates of the Ministry;
- Assist in drafting procurement contracts and provide advice on the interpretation of them;
- Give advice on contractual disputes arising from the awarding of procurement contracts;
- To issue opinions on legal issues in general, and coordinate partnerships with lawyers and /or law firms hired by the Ministry;
- Be in close consultation with and monitor the satellite units established in the Directorates;
- Issue regular reports and analysis on the implementation of the tasks of the unit.