
DIRECTOR GENERAL OF CORPORATE SERVICES

Name: SANTINA JOSE RODRIGUES FERREIRA VIEGAS CARDOSO

Photo:



Profile:

1) Place/date of birth:

Ms Santana was born in 24 November 1975.

2) Education:

- Ms Santana finished her Primary school in SDK Hati Kudus Jesus - Becora (Dili) in 1988;
- She then finished her Junior High School in SMP-3 Becora in 1991;
- Further she completed her Senior High School in SMAN-1 Becora, in 1994.
- Lastly, Ms Santana achieved a Bachelor Degree in Economics with specialization in Economic Sciences and Development Study at the Catholic University of Widya Mandira Kupang, Indonesia, in 2000.

3) Training:

Ms Santana has enhanced her knowledge and skills through a range of training courses both in the country and in overseas countries. The latter includes:

- In 2004, she attended the *Youth Exchange Training Program* for over 1 month in Japan under the auspice of JICA;
- Also in 2004, she attended a *Development Information Training* in Thailand over 2 weeks;
- In 2005, Ms Santina attended a *Global Public Goods training* in ADB, Manila, Philippines;
- In January 2009 she attended a *Poverty Analysis and Data Initiative Training* for over 2 weeks in Jakarta, Indonesia;
- In 2009 she attended a *Project Management Training* for over 2 weeks in Manila, Philippines;

4) Experience:

- In *February 2000 to September 2000* Ms Santina began her working career as a *Program Officer* of the *Children Recovery and Resilience Program* in Dili, with main responsibility that includes conducting seminars for families on children rights, overseeing entertainment activities, provide advice to program supervisor, assist in recruitment and training of staff and other operational administrative and financial management works.
- Then in 3 months from *September to December 2001* during the UNTAET period she worked for *Constituent Assembly* as a *Programme Officer*. Her main job includes assisting the senior legislative research officers in terms of administrative and logistical support to the work of committees and members of Constituent Assembly regarding reports writing, floor statements, motions and speaking notes.
- Further, in 6 months from *January – June 2002* she held the position as *Programme Officer of Donor Coordination Unit* in the East Timor Public Administration (ETPA), still during UNTAET period, performing the jobs that include maintaining regular contacts and information between donor agencies and departments and facilitate their views and interests, provide support in the arrangement of donor meetings, participate in the donors meetings, assist the ETPA departments in managing priority proposals for donor assistance as well as preparing resource mobilizations strategies in consultation with departments, and maintain close contact with colleagues on sectoral issues regarding planning and project assessment.
- In the period of *September 2007 – present*, she has been holding the position of Program Implementation Officer of the Planning and Financial Management Capacity Building Project (*PIO- PFMCBP*), being responsible for the efficient management and implementation of the programme in the areas of coordination, undertaking regular monitoring assessment, preparing necessary documents for

negotiations between the government and donors, represent PFMCBP in official functions in Timor Leste and formulation of the Programme work plans and regular quarterly progress report submission to PFMCBP donors.

- During the period of *June 2009 until now* Ms Santina has been undertaking the job as the *Director General of Corporate Services* with the tasks and responsibilities as described in below. This portfolio is being carried out by Ms Santina along with the job as the PIO-PFMCBP as depicted above.
- As part of her combined jobs as the *PIO-PFMCBP and the Director General of Corporate Services*, in July 2010 Ms Santina led the *MOF PDP delegation to Australia* comprising of PDP officer (Abilio Belo), head of HR (Manuela Nelia) and the Adviser of capacity building and HR (Jeffrey Cane). The mission that lasted around two weeks (19 – 31 July) successfully achieved its objectives as set out before. During the mission the delegation had the chance to meet with the 23 PDP-funded students in Adelaide (undergraduate and postgraduate) individually or in small groups. The aim of these meetings with the students (and of the mission in general) was to know in loco the progress of their studies and reviewing their proposed programs in order to ensure that the programs of study can meet the Ministry's future needs. Additionally, as part of the mission's program, the delegation also met with representatives of several selected universities in Adelaide (Flinders U, Adelaide U, U of South Australia), Sydney (U. New South Wales), Canberra (U. Canberra) and Darwin (Charles Darwin U) where they addressed possibilities of future cooperation in the areas of finance, accounting, customs and taxation.

Related information: *The Director General of Corporate Services has the following TASKS:*

- Supervise the departments and units of directorate general, including satellite units established in other directorates, overseeing the technical accuracy of implementation of policies plans, programs, budgets, standards and approved procedures for the area of competency;
- Oversee the strategic planning, change management, planning, planning of human resources and implementation of the budget in the ministry;
- Supervise the services of DGCS, coordinate and direct their activities in accordance with the law and under guidance of minister of finance;
- Ensure monitoring an evaluation of policies, plans, programs, budgets and procedures for the area of competency of DGCS;
- Approve the administrative rules and instructions needed to run the DGCS;

- Propose the appointment of staff, as provide by law, for leadership positions within the DGCS, including satellites units established in other directorates;
- Exercise the administrative and disciplinary authority over all personnel of the DGCS, including the process of performance evaluation, establishment of disciplinary proceedings and sanctions, as provided by law;
- Participate in the meetings of the advisory board of finance management;
- Issue opinions and provide technical support in its area of responsibility to the government in general and in particular to the Minister of Finance.