
HEAD OF DEPARTMENT OF ADMINISTRATION

Name: Paulina Rita C. Viegas

Photo:



Profile:

1) Place/date of birth:

Laleia, 28 de Abril 1964.

2) Education:

- She finished her Primary School in 1977
- She finished her Junior High School in 1981
- She finished her Senior High School (SMEA), majoring in filing system and library, in 1984
- University degree in the area of public administration in 2007.

3) Training

- English Language training for Elementary Level, at CISPE for almost 2 months, on 2 May – 30 June 2000;
- English Language training Intermediate level at CISPE on 16 - 27 October 2000;
- Computer Training at CISPE on 8 – 19 January 2001;
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- Computer Training at CISPE on 8 – 19 January 2001;
- Filing System Training in 4 – 8 June 2001;
- CPI (on the job training in DNE office, may 2003;
- Organization and management training in CISPE – 17-18 2001;
- Portuguese language training at CISPE, 19 February – 20 July 2001;
- Training on Dissemination of Civil Service Law N. 8/2004 at INAP, 14 – 15 October 2004;

- Poverty Analysis Monitoring DNE May - June 2004;
- Leadership and Management Training in the MOF- December 2005;
- Data Validation Project at INAP - 1 October – 23 December 2005;
- Human Resources Management training at INAP- 18 – 20 September 2006;
- Demography Basics training in the Universitas Indonesia/Jakarta, 30 July – 7 Sep 2007;
- Coordination system training at INAP, 10 – 14 December 2007;
- Health Survey Methods training at DNE, June 2008
- Client Services Provision training at INAP, 15 - 17- 2008.

4) Experience:

- Non- Food Survey in 1985
- Economy census at Statistics Office of TT, 1986;
- Living Cost Survey in 1996;
- Mics Survey 2002;
- CPI (On the job training) in 2003;
- Acting head of DNE Administration Department, 2009 – Until Now.

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

- Set up a personnel management system according to the law and the valid administrative rules;
- Set up and manage a training and capacity building system;
- Maintain a safe record and documentation archive management system;
- Ensure proper logistic and administrative support to the NDS;
- Ensure the realization of strategic planning and work plans at the NDS;
- Coordinate the drafting of NDS annual budgets;
- Ensure budget execution according to the law and the valid administrative rules;
- Develop short, medium and long term work plans;
- Perform other tasks given by law or delegated by the National Director.