
HEAD OF DEPARTMENT OF ADMINISTRATIVE SUPPORT

Name: Martinho Lopes

Photo



Profile :

- 1) **Place /date of birth:**
Martinho Lopes was born in Maliana, on 28 of December, 1969.
- 2) **Education:**
 - Primary School Maliana (SD), in Maliana, 1978-1982;
 - Junior High School (SMP), in Maliana, 1982-1985;
 - Senior High School (SMA), in Dili, 1985-1988;
 - **DIII** from the Institute of Government Science (STPDN), in Bandung, West Java Indonesia. , 1989-1992;
 - Bachelor Degree (S1) from the Brawijaya University, majoring in Public Administration and Management, in Malang East Java, Indonesia, 1997-1999.
- 3) **Training:**
 - Urban planning training (perencanaan Tata Kota), in 1995 in Dili;
 - General basic Training on Health Development (Pembangunan Kesehatan), 1996 in Dili;
 - Leadership and Management training (Manajemen Kepemimpinan), 1998 in Malang, Indonesia;
 - 90 hours of English Language Training, 28 August – 6 October 2000 in Dili;

- Central Fiscal Authority Computer Training, 11st September – 6th October 2000 in Dili;
- Financial Management and accounting training at Central Fiscal Authority, September – November 2000, in Dili;
- English Language Training at the Early Elementary Level, 18-06-2001 to 27-07-2001 in Dili;
- Organization and Management training, 06-10/ 17-08-2001 in Dili;
- Frontline Management Coursework, September – November 2001 in Dili;
- Senior Management Training Program, 6 November 2001 in Dili;
- Attaché Business Partner (Catapult System) training, Suppliers Training /Workshop, Products Training /Workshop, Customers Training /Workshop from 8-12 July 2002 in Darwin, Australia;
- Training on Dissemination of the Civil Service Law no.8/2004, from 18-19 November 2004.
- Singapore- Canada Third Country Training Program: English for International communication course, from 12 September – 9 December 2005, in Singapore.
- Leadership and Project Team Management workshop, conducted by SETYM International in Kuala Lumpur, Malaysia from November 9 to 20, 2009.

4) **Experience,**

- Personnel Staff at the Provincial Administration Secretariat in Dili (Pemda Tk.I) - 1990-1993;
- Finance staff at the District Government Secretariat in Aileu, 1993-1994;
- Sub District Administrator in Lequidoe, Aileu District, 1995-1997;
- Treasury Officer in Dili District, Central Fiscal Authority (Currently MoF) - Level 4, 2000 -2001;
- Head of Supply Department, MoF (Level 5), 2001-2009;
- Head of Administrative Support, Directorate General of Policy Analysis and Research, MoF (Tecnico Superior, Grao B), since 2009- now.

Related information - *The head of department of Administrative Support of DGPAR has the following TASKS:*

The Department of Administrative Support, henceforth called DAS for short, is the body equivalent to the satellite unit set in the Organic Statute for the Directorate-General of Corporative Services, being responsible for providing support to the DGAR, except for the NDS, in fields related with general administration, human resource management, finances and performance reports.

In close articulation with the relevant Departments and Units of the Directorate-General of Corporative Services, the DAS is responsible for the following tasks:

- a. Establish a staff management system according to the law and valid administrative rules;
- b. Manage correspondence and archives;
- c. Ensure proper support to the DGAR in terms of logistics and administrative services;
- d. Ensure the realization of DGAR strategic plans and work plans;
- e. Coordinate the preparation of DGAR annual budgets;
- f. Ensure budget execution according to the law and valid administrative rules;
- g. Draft annual reports on the operations of the department;
- h. Develop short, medium and long term work plans;
- i. Perform other functions attributed by law or delegated by the Director-General.