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## HEAD OF DEPARTMENT OF ADMINISTRATION

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**Name : Francisco de L. X. X. Gonçalves**

### **Photo**



### **Profiles**

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

#### **2) Education**

- Primary school : ( 1965 – 1970 )
- Junior High School ( 1970 – 1973 )
- Senior High School Escola Técnica : Curso Geral de Administração e Comércio ( 1973 – 1975 ).

#### **3) Training**

- Colóquio for Authorities of Economic Administration of the CPLP in China (27/08/2007 - 17/09/2007 );
- Training and Trainer for Technical Officer of barns (graneis ) and control over the Customs Inter-posts for oils, minerals, in Dili, (20/11/2006 - 04/12/2006);
- Training on Cotonou agreement and International Commerce, by USAID, in Dili 24-28 April 2006, (certificates not provided due to crisis);
- Training for trainers on the SH of designation and codification of goods (Pauta Aduaneira), in Cabo-Verde (28 - 30 de Novembro 2005);
- Training on Juridical regime of customs fiscal violation, in Dili, 25 - 29 April 2005;
- Training on General Regulation of importation, storage and circulation of products subject to selective consumption taxes, in Dili de 18 - 22/ 04/ 2005;
- Course on Introduction to Microsoft Word & Excel 2000, provided by ETDA in Dili 01 - 26 de August 2005;

- Training on Harmonized system of designation and codification of goods (Pauta Aduaneira), in Díli de 29/11/2004 - 10/12/2004;
- Training Course on Management, in Japan (21/07/2004 - 03/08/2004);
- Training on Narcotic Identification and Narcotic Law Enforcement, in Malaysia, 18 - 29 March 2003;
- Training on official editorial of Public Administration of TL Executive Advisers, in Brazília 26 August to 20 September 2002;
- Training (with certificate) on Nature Structure and Customs Attributions, in Dili, 19 /02/2003;
- Training on Organization and Management in Public Service Academy,, Díli 17 - 28 September 2001;
- Violation module/coaction (Enforcement Module), Díli on 13 February 2001;
- Basic Management Module, Díli 15 September 2000;
- Seminar on Meetings Management has successfully completed on 19/10/2000;
- Training on Basic Customs, Border and Immigration Services, Dili 08 - 16 May 2000;
- Training on Indonesian Customs Technical Verification (DPT II), in Jakarta 11 October 1989 - 23 June 1990;
- Working Group Meeeting on the Customs Harmonized System, in Lisbon 9 - 24 April 2009;
- Seminar on Authorized Economic Operator - OEA, Brazil – Curitiba, 24 - 26 August 2010.

#### **4) Experience**

- Head of Department of Administration of Directorate General of Revenues and Customs since .....
- Supervisor of the Dili Customs International Airport, 01/02/2009 - 31/05/2009;
- Supervisor of the Final Conference Services since 01/04/2005 - 31 / 01 /2009;
- Supervisor ad interim of the External audit since 20 December 2008 - 16 January 2009;
- Trainer of the Harmonized System for the classification of goods and the TL Customs Code to the customs staff in Maliana, Batugade, Baucau and Dili since Abril, Maio, Setembro e Outubro de 2008;
- Supervisor ad interim of the External Audit Services since 13 November 2007 - 03 January 2008;
- Supervisor of the Dispatch Unit (Revenues ), 01/03/2003 - 31/03/2005
- Supervisor of Customs and Immigration of Comoro International Airport (Nicolau Lobato) under the UNTAET de 2000 – 2003;
- Technical Verifier (Indonesia time) at the Soekarno Hatta International Airport, Jakarta, 1994 – 1999;
- Technical Verifier (Indonesia time) in Dli Timor-Leste - 1990 – 1994.
- Customs verifier (Indonesia) in Dili - 1983-1989.

**Additional :**

- Speaker on the Socialization of the Taxation Law and Customs including Customs regulations and Procedures in the districts;
- Speaker in the seminar on the Customs Regime and Procedures at the request of MTCI, National Directorate of Research and Development, in Dili;
- Júri (Vogal Suplente) for the Test for the Limited Access to the Officers of DNA;
- Presenter in the workshop on the goods importation – Governemnt Procurement regarding the procedures nad regulations;
- Provide support to National Directorate of Customs, attedn meetings and provide advises regarding external investment and acted as focal point of the Implementation of the One Stop Shop system aiming to avoid administrative barriers;
- Certificate of Commendation (Certificado de Louvor), granted on 13 of November 2001- Recomendado by Internacional Advisor, Paul D Agostino, USA Border Control Police;
- Member of National Investment Commission, providing technical support to the enterpreneurship developemnt (IADE);
- Speaker on the Customs Regulation and Procedures for the Procurement staff, MOF, 09/06/2009;
- Atended the Annual Conference of the Oceanic Customs Organizaton, in Koror, Palau, 03 - 17 March 2001;
- Atended the Annual meeting of the World Customs Organization (WCO) on the Strength of Security Challenge and the facilitation of Supply Key of International Commerce, in Brussels, Belgium over one week, in 2003;
- Atended the Working Group meeting of the Harmonized system of Designation and Codification of Goods, in Libon, Portugal, 11 - 24 April 2009;
- Atended the High Level Meeitng on the Picat III in Luanda-Angola, 16 - 21 March 2010.

**Related Information**

Department of Administration has the following Sections:

- Planning & Finance
- Human Resource Management
- Records Management
- Training Centre (HRD)
- Management Reporting & Operational Support (ASYCUDA and SIGTAS)
- Logistics/Office Services.