
HEAD OF DEPARTMENT OF ADMINISTRATION AND LOGISTICS

Name: Timotea Pompeia Marques

Photo:



Profile:

1) Place/date of birth:

Ms. Timotea was born in Baucau, on 24 of January, 1975.

2) Education:

- Ms Timotea finished her primary school in SDN VII Camea – in Dili in 1988, then Junior High School in SMPN III Dili in 1991 and Senior High School in SMAN I – Dili in 1994;
- She then accomplished her Bachelor degree in *Economics science with specialization in management* in the Catholic University of Widya Karya Malang - Indonesia, in 2000.

3) Training-

Ms Timotea also enhanced her skills and knowledge through a series of training courses such as:

- Computer Training program, in 1999, in Assakinah Computer – Malang Indonesia;
- Completed English course at the Beginners level, Elementary II and Late Elementary, Facilitated by Language and Training unit – UNTAET in 2001;
- Induction course at the civil service Academy in Dili, in 2001;
- Microsoft Access 2002 level 1 in UNTL - Dili in 2003;
- Office Administration Course in the Academy of Public Administration- Dili in 2003;
- Completed the course of “ Disseminação de Lei função Pública no. 8/2004” at the National Institute of Public Administration in Dili in 2004;

- Portuguese language training course at the Level I and II in the National Institute of Public Administration – Dili, in 2005 and 2006;
- Training of Trainer (TOT) course support by AETCBF in 2005;
- HR management in 2005 and 2006;
- Leadership And Management training support by MPFCBP in 2006

4) Experience:

- In November 1999 to January 2001, Ms Timotea began her working experience as an Accounting officer in Camara Ecclesiastica – Diosece Dili;
- Then in 2001 to 2004 during the UNTAET period she worked at the Central Administrative Services – ETPA as an administrative assistant;
- Further, when the Central Administrative Service was renamed to be the Office of Government Procurement, Supply and Inventory Management (OGPSIM - MoPF) she worked as an Administration and Finance Officer from 2004 to 2008;
- Since 2008 Ms Timotea has been holding the position of Head of Administration and Logistic Department in Nacional Directorate of Government Assets Management.

Related information

The head of department of Administration and Logistic has the following

TASKS:

- In consultation with the relevant departments and units of the Directorate General of the corporative services, provide administrative support in the area of correspondence management, office works and archives, as well as in the financial management of the DNGPE budget allocations;
- Support the various Government agencies with the management of the Government vehicle fleet, as provided by law and administrative norms in force;
- Manage the Government workshop for the maintenance and repair of vehicles;
- Supervise the maintenance and repair of the Government vehicles;
- Prepare the annual reports of the Department operations;
- Develop the short medium and long terms work plans;
- Perform any other duties assigned by law or delegated by the National Director or Director General.