
HEAD OF DEPARTMENT OF THE MOVABLE ASSET MANAGEMENT

Name: Alarico Sarmento Da Cruz

Photo:



Profile :

1) Place/date of birth:

Alarico Sarmento da Cruz was born in Tibar (Liquica), on 20 of September, 1973.

2) Education:

- Mr. Alarico finished his primary education (SD) in 1988, Junior High School (SMP) in 1991 and Senior High School (SMEA) in 1994, all were accomplished in Dili;
- He then accomplished the degree of AM (Diploma II) in accounting sciences at the Polytechnic in 1996, in Dili.

3) Training – Mr. Cruz attended several training courses as follows:

- a *Training of Trainer (TOT)* course under support of AETCBF in 2005;
- Office Administration course in the Institute of Public Administration.
- *Completed Course of “Disseminação de Lei função Pública no. 8/2004” at National Institute of Public Administration in Dili in 2004.*
- Attended FreeBalance Course for 4 days in MOF – Dili, in.....
- Portuguese Language Course for 3 months in INAP – Dili, in
- In 2008, attended a *Physical Asset Management course and RCM II Training in Singapore for 5 days.*

4) Experience

- Mr. Alarico had worked as a Accounting Officer at Maritime Hotel Dili from 2000 to 2003.
- In 2004 – 2006 Mr. Alarico Worked as Inventory control Officer at Property Disposal unit in Ministry of Planning and Finance.
- Further, in 2007 he worked as Asset Management Officer in DNGPE of MOF in Dili.

- From 2008 to 2009 he worked as Interim Head Department of Movable Asset Management and from 01 of August until now he still has responsibility as Head of Department in same Directorate.

Related information

*The Head of Department of Movable Asset Management has the following **TASKS:***

- Establish a credible and updated inventory of the whole of Government movable goods;
- Propose policies and administrative norms to standardize the acquisition and use of the Government movable goods for the appreciation and approval of the competent authorities;
- Support the implementation of the administrative norms in force in consultation with the relevant Government agencies;
- Coordinate on a regular basis the monitoring of the conditions and the use of the Government movable goods, producing each financial year justifications for new acquisitions;
- Assure the effective use of the Government movable goods Limiting movable assets inventory surpluses in the various Government agencies;
- Make recommendations on movable Assets Disposal as provided by the norms in force;
- Coordinate the inspection and reception of movable assets donated by the development partners;
- 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.;
- Issue regular reports and analysis of the tasks.