
HEAD OF DEPARTMENT OF BUDGET COORDINATION

Name: Armindo dos Santos, AMd

Photo



Profile :

1) Place /date of birth:

Was born in Atsabe Tiarlelo, on 18 Abril 1969.

2) Education

- Finished his Primary school in Atsabe - 1976-1983;
- Finished his Junior high school in Atsabe - 1983-1986;
- Finished his Senior high school in Natarbora – Manatuto - 1986-1989;
- DIII on Agriculture Education in Malang East Java-Indonesia - 1995-1998;
- DI on Principle Of Economics, in office of Work Bank since October 2007 until July 2008;
- Currently studying and finalist in Economic Manajement at University da PAZ.

3) Training – he attended several training courses as follows:

- Midle Leadership management training in INAP - 1 - 5 de February 2010;
- Budgeting Performance (PB) training in the Ministry of Finance for 10 days in May 2009;
- Basic Mathematic training course in the Ministry of Finance, for 6 months starting from March 2008 – to February 2009;
- Excel training course for 2 months in March- Abril 2007, in the Ministry of Finance;
- English training course in DNO, Ministry of Finance, February 2007 until June 2007;
- English language training course in the IOB for 3 months (March - May 2003).
- Attended the International Gender mainstreaming course in Silang Cavite-Philippines (November 14-25, November 2005);
- Administration, Manajement and project design for 7 days, August 13-18 – 2000, in CISPE;

- Simple Engineering design and construction training course for 11 days - March 21-31 2001- in CEP Office;
- Training of Training (TOT) for Micro Credit for 5 days - July 8-12, 2002.

4) Experience

- Head of Department of Coordination for General Government Budget – Ministry of Finance since 1 October 2009 until September 2010, with the main activities including : Execute instruction from Director of Budget, General Director of Finance State and Ministry of Finance according to Budget circulation, Budget formulation for line ministries, prepare budget letter, circulate budget information to line Ministries, accompany Budget Review Commission, accompany Minister and Prime Ministry in the budget debate in the National Parliament
- Head of Infrastructure and Economic Section since 2007 until 2009 with the main activities including : Coordinate the staff to prepare budget formulation and budget letter for line ministries as such as Ministry of Commerce and Industry, Ministry of Economy and Development, Ministry of Foreign Affairs and cooperation, National Commission for election; Ministry of State Administration;;
- Budget officer in the Ministry of Finance since 27 November 2006 until December 2009 with the main activities include : Coordinate budget preparation and budget letter for Ministry of State Administration, Ministry of Health, Ministry of Agriculture, Ministry of Foreign affairs and Cooperation and CNE;
- Project Officer in Timor Aid for Illiteracy Program since April until July 2006. The main job is meeting with Donors, Monitoring and evaluation program and prepare report to Donors;
- Gender Research Assistant in the Governance Unit – UNDP since September 2005 until January 2006. The main activities were : analysis of budget allocation from donation to all programs in UNDP's Gender mainstreaming and provide payment to other organizations;
- Field Monitoring for the UNDP – RESPECT program since September 2003 until May 2005, in Dili SRO which covers Dili, Liquisa, Oecusse and Manatuto. The main Program comprises of : Socialization to District Commissions, advise district committees to select and approve proposal, survey location of implementation and monitoring, and provide progress report to the manager;
- District technical facilitator for Community Empowerment project (CEP) in Oecussi. The main job was accompanying community to identify priority, provide some engineering tasks in designing the project, certification of project and provide progress report of the project to manager;
- District Coordinator for CEP (UNTAET - CEP) in Aileu, since July 2001 until December 2002. The main activities included: Coordination of activities in the district between the government and the ONGs, both the national and the international ones, coordinate the team to monitor the approved project, provide trainer for communities and make request payment to PIU CEP;
- Coordinate the Region I CNRT activities since May until September 2000.

The main activities were distribution of tractors to CRNT members in districts, controlling the agriculture equipments in the districts, and provide report on the tractors activities in the districts of Aileu, Ermera and Dili;

- Worked as a staff of CNRT in the Autonomous Region since October 1999 until September 2000. The main activities include: registration of communities along with the Secretary of the Autonomous Region in Dili; accompany UNAMET and other international ONGs in the distribution of the donated materials, prepare the CNRT congress in Dili and accompany the Secretary of the region in the solution of the communities problems.;
- Worked as Polling staff of UNAMET for the East Timor REFRENDUM since June until August, in Atsabe. The main job includes : accompany international staff to prepare the voting location, coordinate the local people to participate in the voting, marking the voters who have made their voting task, and calculate the votes and provide the report of the total votes;
- Take part in the CNRT structure as deputy NUREF Tiarlelo since September 1998 until 30 of August 1999. The main Activities were: to explain the East Timor Independence to the communities, undertake meetings with the coordinator of the Zona Malirin to get instruction from the leadership of CNRT, undertake socialization function of CNRT to the communities, and provide support to the FALINTIL;
- Participate in the IMPETU (organisation of ET students in Indonesia) activities, in particular coordination with the students who will study in the Academy of Agriculture in Malang since 2005 until 2008., and the student activities in support of the independence of East Timor;
- Agriculture staff in the Indonesian administration since 1990 - 1999 with the main job that includes : to support the related programs to the farmer activities in the area of planning and crops /harvesting .

Related information: current jobs according to the Ministerial Diploma

- Execute instruction from Director of Budget, General Director of Finance
- State and Ministry of Finance
- Budget Circulation Budget formulation for line ministries,
- Prepare budget letter,
- Accompany Budget Review Commission
- Recapitulation total budget to send to Council of Ministers,
- Accompany Ministry and Prime Minister in budget debate in National Parliament
- Finalize budget approved by national Parliament.