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## HEAD OF DEPARTMENT OF BUDGET EXECUTION

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**Name: Regina De Jesus De Sousa**

**Photo:**



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

Lactil-Bobonaro, on 16 of March, 1975.  
FPID: 000001546.

**2) Formal Education**

- Primary School (SDN I Bobonaro ) in 1987,
- Junior High School (SMPK St. Agostinhos ) in 1991 in Bobonaro
- Senior High School (SMAN 2 ) in 1994, were accomplished in Dili.
- Bachelor degree in Government /Political Sciences, East Timor National University, 2002 in Dili.

**3) Training:**

- English course at INAP Dili over 2 weeks in 2000;
- Basic accounting training course in the MF, Dili, for over 1 month, 2000;
- 2003, Financial Planning in SIDOLA Tec's Bandung Indonesia
- 2003, Financial Management Course in ANACOM Portugal
- 2004, *Accounting training* in Dhaka, Bangladesh over 1 month;
- 2006, ECONOMIC Course in IMF Dili for 6 months
- 2011, Government Financial Management Training for 1 month in Dhaka India.

**4) Work experience**

- Agency Finance officer for Ministry of Transport and Communications (MTC) during the period of 2000 – 2006;
- Staff responsible for the Budget Executions Department in the Treasury Directorate MF, May 2006;
- Head of Budget Execution Department, Directorate of Treasury from August 2009 until now, with the functions and responsibilities as below.

**Related information-** *The Head of Department of Budget Execution has the following TASKS:*

- Prepare Circulars 'regarding to the EAN's (Expenditure Authorizations Notice) issues
- Divulger circulars regarding budget Execution Process for a year
- Control Budget Executions Process
- Verified all the CPV's related from line ministries
- Ensure that commitment and actual expenditure is kept within the amount given in the State General Budget of Timor Leste
- Monitor the variations from the appropriated (Approved) Budget categories in conformity with the Treasury's regulation and procedures
- Report to the Director of Treasury regarding CPV's process;
- Provide support services to the Directorates of Finance on matters relating to preparation of annual budget, budget execution, monitoring and analysis of budget execution, management of financial flows and payments and issuing regular reports on the implementation of the tasks;
- Coordinate with Line ministries regarding budget execution process;
- Support the directorates in the budget execution process;
- Quarterly monitoring and analysis budget execution at the levels of programs of line ministry;
- Managing the financial process flow of the funds allocated to the line ministry;
- Provide training to Agency Finance Officers and assist them in their daily work performance.
- Monitor and liaise with agencies to ensure that they keep proper financial procedures and accounting books and assist agencies in preparation of financial reports and Budget variance reports;
- Assist and Advice to Line Ministries in implementing budget execution process base on the role;
- Issue regular reports and analysis of the tasks.