S.O.T. SYSTEMS OF TIMOR

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+67077192122

Rua de Ai Meti Laran, Comoro, Dom Aleixo, Dili

JOB PROFILE

Administrative assistant / secretary

Asistente administrativu / sekretária

Office, finance & administration · ISCO-08 4120 / 3343

Administrative assistants and secretaries keep an office running. They handle letters, email, phone calls, files, meetings and the manager's diary. In 2017, "human resources and admin" had the most vacancies registered at Timor-Leste's employment centres: 14 of 121.

TRAIN IN TIMOR	**Certificate I–II** INDMO national certificates
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**To confirm** No published demand data yet
ABROAD	**No official programme yet** Australia PEV: any job, with a job offer
PAY IN TIMOR	**US$245–320 / month** Averages for all clerical workers (small sample) (US$245) and technicians and associate professionals (US$320) in Timor-Leste, not this job alone (Labour Force Survey 2021)

WHAT YOU DO

Documents: Type, check and print letters, reports and forms; Draft simple letters and emails for the manager; Keep paper and computer files in order.

Phone, mail and visitors: Answer the phone and take messages; Welcome visitors and show them where to go; Sort incoming and outgoing mail and email.

Meetings and diaries: Book meetings and keep the manager's diary; Prepare the room and papers for meetings; Take notes (minutes) during meetings.

Office support: Order office supplies; Help keep simple budgets and records; Pass information between staff and teams.

Based on the ILO description of ISCO-08 unit groups 4120, Secretaries (general), and 3343, Administrative and executive secretaries.

WHERE YOU WORK

Government offices (Ministries, municipalities and agencies); NGOs & international agencies (Business administration is among the study fields their job ads ask for); Companies, banks & hotels (Front office and back office); Schools, clinics & churches (Small offices where you do a bit of everything).

You work at a desk with a computer and a phone, usually during normal office hours. Some days are busy before meetings, visits and deadlines.

IS IT FOR ME?

You are good at: Computers: typing, email, documents, Writing clearly, Organising your time, Being polite on the phone, Keeping information private.

You like: Order and planning, Helping a team, Talking to people, Office work.

Offices use Tetun, Portuguese and English. Each language you write well helps.

TRAIN FOR IT IN TIMOR-LESTE

- **Certificate I in Administration** · INDMO national certificate
- **Certificate II in Administration** · INDMO national certificate
- **Técnico de Secretariado** · Technical secondary school course (ESTV)

Course length and fees: to confirm with INDMO and each school or centre. The directory never shows a number without a source.

WHERE IT LEADS

- **General office clerk** · Entry job; Certificate I in Basic Computer Operations (ISCO 4110)
- **Administrative assistant / secretary** · Certificate I, then II in Administration
- **HR / personnel officer** · Certificate III–IV in Management and Leadership (ISCO 2423)
- **Office or business manager** · DIT General Management (ISCO 1120 / 1420)

WORK ABROAD, SAFELY

- **Australia: Pacific Engagement Visa** · No official programme recruits Timorese workers for this job yet. Australia's Pacific Engagement Visa allows any occupation, but you need a job offer first.

Never pay a fixer. Join only through SEFOPE, the Timor-Leste government office for work abroad. No one can sell you a place, and a real overseas job never asks you for a recruitment fee.

SOURCES

1. ILO, ISCO-08 unit groups 4120 Secretaries (general) and 3343 Administrative and executive secretaries https://www.ilo.org/public/english/bureau/stat/isco/isco08/
2. SEJT, Labour Market Outlook No. 7, Feb 2018 (vacancies at employment centres; online vacancies, 2017) https://www.laohamutuk.org/DVD/2018/LMOFeb2018en.pdf
3. APTC, Timor-Leste Skills Strategy 2022, Annex I (INDMO qualification titles) https://24045200.fs1.hubspotusercontent-na1.net/hubfs/24045200/Files/Timor-Leste%20Skills%20Strategy%202023.pdf
4. Diploma Ministerial 8/ME/2013: technical secondary courses (ESTV) https://mj.gov.tl/jornal/?q=node%2F3983
5. Dili Institute of Technology programmes https://www.dit.edu.tl
6. Pacific Engagement Visa: any occupation, job offer needed (employer fact sheet 2025) https://pev.gov.au/sites/default/files/2025-02/PEV%20for%20Employers%20Fact%20Sheet_2025.pdf
7. Labour Force Survey 2021, Table 29: average monthly wage of employees by occupation group https://www.ilo.org/sites/default/files/wcmsp5/groups/public/%40asia/%40ro-bangkok/%40ilo-jakarta/documents/publication/wcms_863064.pdf

From the Servisu jobs directory. Every figure has a source; "to confirm" means none yet. http://servisu.oftimor.com/jobs-directory/administrative-assistant-secretary/?lang=en