S.O.T. SYSTEMS OF TIMOR

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

JOB PROFILE

General office clerk

Funsionáriu eskritóriu

Office, finance & administration · ISCO-08 4110

General office clerks do the everyday paperwork of an office. They file, copy, type, sort mail, enter data and answer simple questions. In the 2022 Census, clerical support workers, the wider group that includes clerks, were 0.9% of all working people.

TRAIN IN TIMOR	**Certificate I** INDMO national certificate
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 / month** Average for all clerical workers (small sample) in Timor-Leste, not this job alone (Labour Force Survey 2021)

WHAT YOU DO

Files and records: File letters, forms and reports, on paper and on the computer; Find documents quickly when someone needs them; Keep lists and registers up to date.

Data and documents: Type and enter data into the computer; Check names and figures for mistakes; Photocopy, scan and print documents.

Mail and messages: Sort incoming and outgoing mail; Answer the phone and simple questions from the public; Pass messages to the right person.

Office support: Prepare simple routine letters and reports; Record office supplies and equipment handed out; Help other staff when work is busy.

Based on the ILO description of ISCO-08 unit group 4110, General office clerks.

WHERE YOU WORK

Government offices (Ministries, municipalities and agencies); Companies & banks (Back offices and front desks); NGOs & international agencies (Project and finance offices); Schools & hospitals (Records and registration offices).

You work indoors at a desk, usually during office hours.

In 2017 the group "human resources and admin" had the most vacancies registered at employment centres: 14 of 121. That group covers more jobs than clerks.

IS IT FOR ME?

You are good at: Typing and computers, Being organised, Getting names and numbers right, Reading and writing, Being polite.

You like: Order and routine, Working with computers, Helping colleagues, Office work.

Good Tetum and Portuguese help in most offices; English helps in NGOs and international agencies.

TRAIN FOR IT IN TIMOR-LESTE

- **Certificate I in Basic Computer Operations** · INDMO national certificate
- **Certificate I and II in Administration** · INDMO national certificates for office administration

Which centres teach these certificates, course length and fees: to confirm with INDMO. The directory never shows a number without a source.

WHERE IT LEADS

- **Office clerk** · Certificate I in Basic Computer Operations
- **Administrative assistant or secretary** · Certificate I–II in Administration
- **Bookkeeping clerk** · Certificate II–III in Financial Services
- **Office manager** · Certificate III–IV in Management and Leadership

WORK ABROAD, SAFELY

- **Australia: Pacific Engagement Visa** · No official programme recruits Timorese office clerks for work abroad yet. Australia's Pacific Engagement Visa allows any occupation, but you need a job offer from an Australian employer 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 group 4110 General office clerks https://www.ilo.org/public/english/bureau/stat/isco/isco08/
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3. INETL with ILO, 2022 Census Thematic Report on Labour Force (Oct 2024), Table 4: employment by occupation (ISCO 1-digit) and sex https://www.laohamutuk.org/DVD/DGS/Cens22/241203INETLThematic-report-labour-force_2022.pdf
4. SEJT, Labour Market Outlook No. 7, Feb 2018 (vacancies registered at employment centres, 2017) https://www.laohamutuk.org/DVD/2018/LMOFeb2018en.pdf
5. 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
6. 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/general-office-clerk/?lang=en