S.O.T. SYSTEMS OF TIMOR

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+67077192122

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

JOB PROFILE

Hotel / guesthouse manager

Jestór otél / uma-hospedajen

Hospitality & tourism · ISCO-08 1411

Hotel and guesthouse managers plan, organise and run hotels, guesthouses and other places where people stay. Tourism is one of the three main industries the government wants to grow.

TRAIN IN TIMOR	**Higher education** DIT Hotel Management
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**To confirm** No published demand data for this job yet
ABROAD	**No official programme yet** Australia PEV: any job, with a job offer
PAY IN TIMOR	**US$194 / month** Average for all managers in Timor-Leste, not this job alone (Labour Force Survey 2021)

WHAT YOU DO

Run the hotel: Organise bookings, reception, housekeeping and repairs; Plan food, drinks and special events; Check that rooms and services are of good quality.

Lead the staff: Hire and train staff; Make work rosters and supervise the team; Solve problems between staff and departments.

Manage the money: Plan the budget and control spending; Set room prices and keep the accounts; Buy supplies and work with suppliers.

Look after guests: Welcome guests and deal with complaints; Keep guests and staff safe and secure; Follow the laws on licences, health and safety.

Based on the ILO description of ISCO-08 unit group 1411, Hotel managers.

WHERE YOU WORK

Hotels (Running one department or the whole hotel); Guesthouses (Small places where the manager does a bit of everything); Other places to stay (Lodges, homestays and serviced apartments); Your own guesthouse (Working for yourself).

Hotels never close. You often work long days, at weekends and on holidays, and staff call you when something goes wrong.

Many manager jobs in Timor-Leste are held by foreign workers: in the 2022 figures, 46% of foreign workers were managers. In 2017, 69 foreign restaurant managers held work permits. Replacing foreign workers with Timorese workers is a chance to create jobs for local people.

IS IT FOR ME?

You are good at: Leading people, Organising, Staying calm with problems, Numbers and budgets, Languages.

You like: Welcoming guests, Tourism, Being in charge, A busy place.

English is needed with foreign guests, travel agents and booking websites.

TRAIN FOR IT IN TIMOR-LESTE

- **Hotel Management** · Dili Institute of Technology, School of Tourism and Hospitality. Degree level: to confirm.
- **Tourism and Hospitality Training Centre, Dili** · Planned in the government programme 2023–2028. Status to confirm.

Many managers start in a hotel job and learn on the way up. Course length and fees: to confirm with DIT. The directory never shows a number without a source.

WHERE IT LEADS

- **Hotel receptionist** · Front-desk job; Certificate III in Accommodation Service (ISCO 4224)
- **Supervisor or assistant manager** · Leads a department such as reception or housekeeping
- **Hotel / guesthouse manager** · DIT Hotel Management
- **Your own guesthouse** · Startups of Timor helps you start one

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

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3. Dili Institute of Technology programmes: School of Tourism and Hospitality, Hotel Management https://www.dit.edu.tl
4. APTC, Timor-Leste Skills Strategy 2022: foreign workers by occupation (p. 14) and Annex I (INDMO qualification titles) https://24045200.fs1.hubspotusercontent-na1.net/hubfs/24045200/Files/Timor-Leste%20Skills%20Strategy%202023.pdf
5. SEJT, Labour Market Outlook No. 7, Feb 2018 (foreign work permits 2017) https://www.laohamutuk.org/DVD/2018/LMOFeb2018en.pdf
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/hotel-guesthouse-manager/?lang=en