S.O.T. Systems of Timor
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Rua de Ai Meti Laran, Comoro, Dom Aleixo, Dili

JOB PROFILE

HR / personnel officer

Ofisiál rekursu umanu

Office, finance & administration · ISCO-08 2423

HR (human resources) officers help an organisation find, hire, train and keep its staff. They write job descriptions, run recruitment, organise training and advise on staff rules. The government wants recruitment and promotion in the public sector to be based on merit.

TRAIN IN TIMOR	**Certificate III–IV** INDMO Management and Leadership
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**To confirm** No reliable demand data for Timor-Leste yet
ABROAD	**No official programme yet** Australia PEV: any job, with a job offer
PAY IN TIMOR	**US$292 / month** Average for all professionals in Timor-Leste, not this job alone (Labour Force Survey 2021)

WHAT YOU DO

Hire staff: Write job descriptions and advertise vacancies; Read applications and organise interviews; Help managers choose and place new staff.

Study the jobs: Talk with workers and supervisors about what each job needs; Write clear position and job descriptions; Keep staff files and job information up to date.

Training and careers: Find out what training staff need; Organise training and check if it worked; Advise people on careers and further study.

Staff rules: Advise on promotion, pay and working conditions; Help settle problems between staff and managers; Explain the staff rules to everyone.

Based on the ILO description of ISCO-08 unit group 2423, Personnel and careers professionals.

WHERE YOU WORK

Ministries & public agencies (The government plans to review staffing in each institution); Companies (Banks, hotels, building firms, shops); NGOs & international agencies (Recruiting and managing project staff).

It is office work: meetings, interviews, writing and computers, usually during office hours. You deal with private information about people, so you must keep it confidential.

In 2017, "human resources and admin" was the job with the most vacancies registered at the employment centres: 14 of 121. That is a small count from one year.

IS IT FOR ME?

You are good at: Listening to people, Writing clearly, Being fair, Keeping secrets, Being organised.

You like: Working with people, Helping others grow, Office work, Rules and fairness.

You treat every applicant and worker the same way, whatever their family, party or village.

TRAIN FOR IT IN TIMOR-LESTE

- **Certificate III in Management and Leadership** · INDMO national certificate
- **Certificate IV in Management and Leadership** · INDMO national certificate
- **National Institute of Public Administration (INAP)** · For public servants: the government wants INAP to be a professional training centre for public administration

No national course just for HR is listed yet. Course length, fees and centres: to confirm with INDMO. The directory never shows a number without a source.

WHERE IT LEADS

- **Administrative assistant** · Entry office job (ISCO 4120)
- **HR officer** · Certificate III in Management and Leadership
- **HR manager** · Certificate IV in Management and Leadership
- **Trainer** · Another path: run training for adults (ISCO 2320)

WORK ABROAD, SAFELY

- **Australia: Pacific Engagement Visa** · No official programme recruits Timorese HR officers 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 2423 Personnel and careers professionals https://www.ilo.org/public/english/bureau/stat/isco/isco08/
2. APTC, Timor-Leste Skills Strategy 2022, Annex I (INDMO qualification titles, Administration Finance and IT) https://24045200.fs1.hubspotusercontent-na1.net/hubfs/24045200/Files/Timor-Leste%20Skills%20Strategy%202023.pdf
3. Programme of the IX Constitutional Government 2023–2028 (18 Jul 2023), §6.1 Public Administration https://timor-leste.gov.tl/wp-content/uploads/2023/07/EN-Programa-IX-Governo.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/hr-personnel-officer/?lang=en