S.O.T. Systems of Timor
+67077192122
Rua de Ai Meti Laran, Comoro, Dom Aleixo, Dili

JOB PROFILE

Manager / small-business owner

Jestór / na'in negósiu ki'ik

Office, finance & administration · ISCO-08 1120 / 1420

Managers and business owners plan and run a business: they set its goals, decide how to spend its money, lead the staff and answer for the results. In a shop or trading business they also decide what to stock and at what price. Many top jobs in Timor-Leste have been filled from abroad: in 2017, 247 foreign directors held work permits, and hundreds of foreign managers.

TRAIN IN TIMOR	**Certificate III–IV · DIT** INDMO Management and Leadership; DIT
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**Filled by foreign workers** Work permits 2017
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

Plan: Set goals for the business; Make a budget and decide what to spend on; Decide what to sell and at what price.

Lead people: Hire, train and guide staff; Share out the work and check it is done; Talk with senior staff before big decisions.

Run the money and stock: Keep records of stock, sales and payments; Buy goods and keep the right stock levels; Check results and fix what is not working.

Represent the business: Promote and advertise the business; Meet customers, suppliers, banks and government offices; Report to the owners or the board.

Based on the ILO descriptions of ISCO-08 unit groups 1120, Managing directors and chief executives, and 1420, Retail and wholesale trade managers.

WHERE YOU WORK

Your own business (A shop, workshop, café or service); Shops & trading companies (Retail and wholesale); Hotels, building and services (Most businesses are in trade, building, or hotels and food); NGOs & cooperatives (Running projects, staff and money).

Hours are long, and the worries go home with you. When things go well, you see the results of your own decisions.

A 2022 skills study found that managers were the largest group of foreign workers, and that their number had risen sharply. It says new companies are mainly owned by Timorese entrepreneurs.

The government plans a Centre for Entrepreneurship Support for new businesses, and to keep its Business Incubator programme going.

IS IT FOR ME?

You are good at: Leading and motivating people, Making decisions, Planning money, Solving problems, Talking with many kinds of people.

You like: Being responsible, Building something of your own, Creating jobs for others, Learning new things.

Basic accounting, and English or Portuguese, help with banks, contracts and partners.

TRAIN FOR IT IN TIMOR-LESTE

- **Certificate III in Management and Leadership** · INDMO national certificate
- **Certificate IV in Management and Leadership** · INDMO national certificate
- **General Management** · Dili Institute of Technology (DIT) department. Level and length to confirm.
- **Master of Business Administration** · DIT master's programme

You can also run a business without a certificate. Course length, fees and entry rules: to confirm with INDMO and DIT. The directory never shows a number without a source.

WHERE IT LEADS

- **Shopkeeper or supervisor** · Shopkeeper is the 5th most common job (ISCO 5221)
- **Manager / small-business owner** · INDMO Certificate III–IV in Management and Leadership, or DIT General Management
- **Director of a larger company** · MBA at DIT, and years of experience
- **Grow your own business** · Startups of Timor helps you start and grow 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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6. Labour Force Survey 2021, Table 12: top 5 occupations by sex https://www.ilo.org/sites/default/files/wcmsp5/groups/public/%40asia/%40ro-bangkok/%40ilo-jakarta/documents/publication/wcms_863064.pdf
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8. 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/manager-small-business-owner/?lang=en