S.O.T. SYSTEMS OF TIMOR

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+67077192122

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

JOB PROFILE

NGO / development project officer

Ofisiál projetu ONG / dezenvolvimentu

Public service, NGOs & security · ISCO-08 2422

Project officers help plan, run and check programmes for NGOs, international agencies and government. They talk with communities and partners about needs, write plans and reports, and check whether programmes keep to policy, what they cost and what they change. The government wants a stronger partnership with civil society organisations.

TRAIN IN TIMOR	**No national course listed** The published list is incomplete
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**To confirm** No 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

Find the needs: Meet communities, partners and programme staff; Find out what people need and expect from a programme; Study social and economic facts and trends.

Plan: Compare options and recommend the best one; Work out costs and whether a plan can really work; Check risks and plan what to do about them.

Follow up: Check that the work follows the plan and the rules; Review policies and laws that affect the project; Measure what changed for people.

Write and report: Write short briefing papers; Prepare reports and recommendations for managers; Advise on what should change in a policy or programme.

Based on the ILO description of ISCO-08 unit group 2422, Policy administration professionals, the group this directory uses for project officers.

WHERE YOU WORK

Local NGOs (Community, health, education and rights work); International NGOs & agencies (Development and humanitarian programmes); Government programmes (Ministries and municipal projects).

You split your time between the office and field visits in the municipalities. Projects run on deadlines and budgets.

Of 199 jobs for university graduates advertised online in 2017, 25 were in development, 8 in monitoring and evaluation, and 3 in project management. In the same year, foreign workers held work permits as project managers and project supervisors.

IS IT FOR ME?

You are good at: Writing reports, Planning and organising, Working with numbers and budgets, Talking with communities, Using a computer.

You like: Improving people's lives, Travelling to the districts, Teamwork, Solving problems.

English helps a lot with international NGOs and agencies.

TRAIN FOR IT IN TIMOR-LESTE

- **No national course for project officers listed yet** · The published list of INDMO titles has no project course, and that list is incomplete.
- **Fields employers asked for** · In 2017, NGOs and international agencies most often asked for economics and finance (11%), then social science (7%), accounting (5%) and business administration (5%).

Which degree is best, course length and fees: to confirm with each university. The directory never shows a number without a source.

WHERE IT LEADS

- **Community worker** · Community programmes (ISCO 3412)
- **Project officer** · Plans, follows up and reports
- **Project or programme manager** · Foreign project managers held work permits in 2017
- **Your own NGO or social business** · Startups of Timor helps you start one

WORK ABROAD, SAFELY

- **Australia: Pacific Engagement Visa** · No official programme recruits Timorese project 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 2422 Policy administration professionals https://www.ilo.org/public/english/bureau/stat/isco/isco08/
2. Programme of the IX Constitutional Government 2023–2028 (18 Jul 2023), §2.10 Civil Society https://timor-leste.gov.tl/wp-content/uploads/2023/07/EN-Programa-IX-Governo.pdf
3. SEJT, Labour Market Outlook No. 7, Feb 2018 (online graduate vacancies and fields of study, 2017; foreign work permits 2017) https://www.laohamutuk.org/DVD/2018/LMOFeb2018en.pdf
4. 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
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/ngo-development-project-officer/?lang=en