S.O.T. SYSTEMS OF TIMOR

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

JOB PROFILE

Public-administration officer

Funsionáriu administrasaun pública

Public service, NGOs & security · ISCO-08 2422 / 3359

Public administration officers work in government ministries, agencies and municipal offices. They prepare policies and reports, run public programmes, and check that laws and rules are followed. General public administration is the third-biggest economic activity in Timor-Leste: 10.3% of people in work are in it.

TRAIN IN TIMOR	**University (UNTL)** Faculty of Social and Political Sciences
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**Large employer** #3 activity, Labour Force Survey 2021
ABROAD	**No official programme yet** Australia PEV: any job, with a job offer
PAY IN TIMOR	**US$292–320 / month** Averages for all professionals (US$292) and technicians and associate professionals (US$320) in Timor-Leste, not this job alone (Labour Force Survey 2021)

WHAT YOU DO

Policy: Study laws, policies and the problems they should solve; Collect facts and figures and analyse them; Write policy papers and advice for managers.

Programmes: Plan and run public programmes and projects; Work with other ministries, municipalities and partners; Check whether a programme works and report on it.

Rules and licences: Check applications for licences, permits and benefits; Inspect whether people and businesses follow the rules; Keep accurate files and records.

Serve the public: Answer citizens' questions and explain the rules; Prepare letters, minutes and reports; Help prepare budgets and work plans.

Based on the ILO descriptions of ISCO-08 unit groups 2422, Policy administration professionals, and 3359, Regulatory government associate professionals not elsewhere classified.

WHERE YOU WORK

Ministries & agencies (Central government offices); Municipal administrations (A national training programme for local staff is planned); Public institutes & commissions (Such as the Civil Service Commission).

It is office work: reading, writing, meetings and computers, usually during office hours. Some officers travel to the municipalities or inspect sites.

Public administration and defence together employ 13.6% of people in work: 17.8% of working men and 7.1% of working women. These figures count everyone in the sector, not only officers.

IS IT FOR ME?

You are good at: Reading and writing clearly, Working with numbers and data, Using a computer, Being organised, Being honest.

You like: Serving your country, How government works, Solving problems, Working with others.

The government wants recruitment and promotion in the public sector to be based on merit.

TRAIN FOR IT IN TIMOR-LESTE

- **Faculdade de Ciências Sociais e Políticas, UNTL** · Studies governance, social organisation and development. Degree titles: to confirm.
- **National Institute of Public Administration (INAP)** · The government wants INAP to be a professional training centre for public administration

Degree length, entry rules and fees: to confirm with UNTL. INAP course titles: to confirm. This list is incomplete. The directory never shows a number without a source.

WHERE IT LEADS

- **Office clerk** · Entry office job (ISCO 4110)
- **Public administration officer** · University study, then training at work
- **Head of department** · Career progression based on performance and merit is a government aim

WORK ABROAD, SAFELY

- **Australia: Pacific Engagement Visa** · No official programme recruits Timorese public administration staff 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 groups 2422 Policy administration professionals and 3359 Regulatory government associate professionals not elsewhere classified https://www.ilo.org/public/english/bureau/stat/isco/isco08/
2. Labour Force Survey 2021, Tables 7 and 13: employment by economic activity, top 5 activities https://www.ilo.org/sites/default/files/wcmsp5/groups/public/%40asia/%40ro-bangkok/%40ilo-jakarta/documents/publication/wcms_863064.pdf
3. UNTL faculties https://www.untl.edu.tl/estudo/faculdades/
4. 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
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/public-administration-officer/?lang=en