



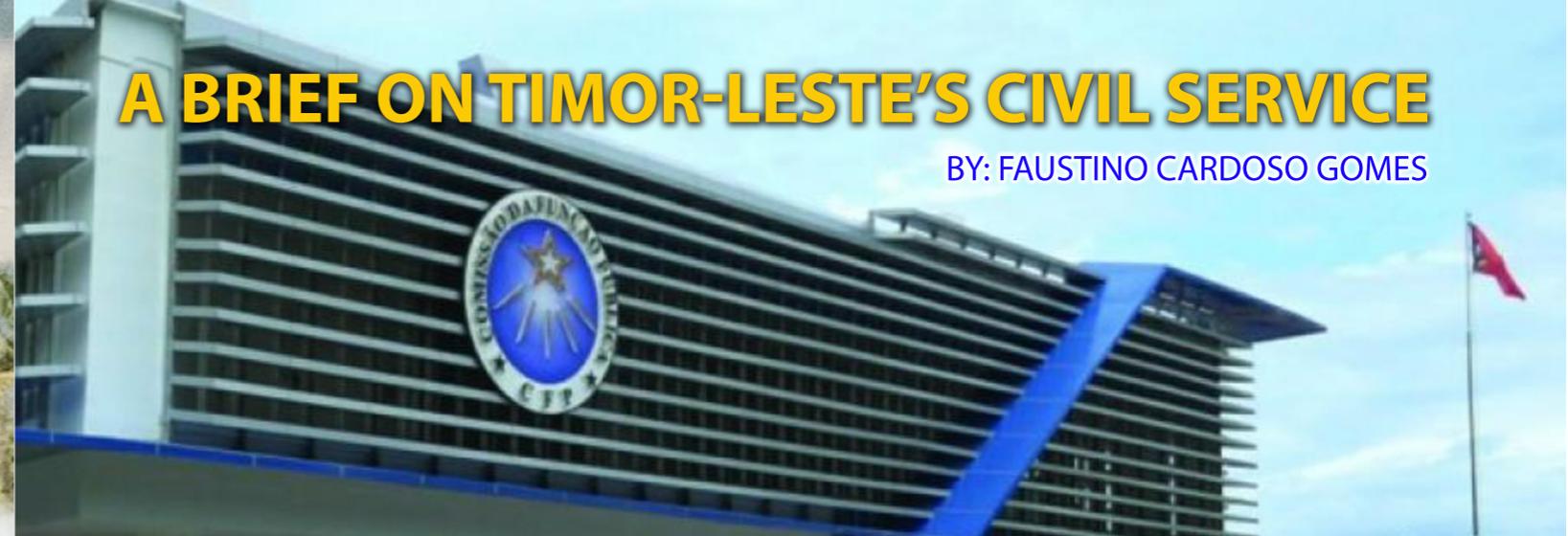
The development of specialized career regime of the health sector



Discussion on the Implementation of the Social Security in the Civil Service, involving the CSC and the NISS



THE E-RECRUITMENT BUILDING



A BRIEF ON TIMOR-LESTE'S CIVIL SERVICE

BY: FAUSTINO CARDOSO GOMES



EDITION: APRIL, 2023

Global & Regional Integration

- The Civil Service Commission has been playing an important role in the socio cultural pillar for Timor-Leste adhering to ASEAN membership



A Brief Remarks

This booklet, entitled ‘**A Brief on Timor-Leste’s Civil Service**’, was designed and elaborated briefly, printed for its first edition and for the first ever of its kind, in response to the growing visitor’s request/ necessity on updated information on the Timor-Leste’s civil service profile (its situation and state of development); and, in particular, anticipating the visit of the ASEAN Delegation, led by Mr. Rajpal Singh (Director General, ASEAN), Mr. Terence Tan (Deputy Director, ASEAN), Mr. Alan Ang (Desk Officer, ASEAN), Ms. Valerie Lim (Desk Officer, ASEAN).

I hope this booklet could be useful, providing briefly the distinguished guests, visitors and other entities with accurate and updated information on Timor-Leste’s Civil Service profile, vision, mission and values, state of development and an understanding on the Timor-Leste’s Civil Service Commission (CSC)’s statute, main visions and roles on the human resource management as well.

Much appreciation

Dili, 10 April, 2023

Faustino Cardoso Gomes
The President of CSC

The Civil Service Commission (CSC)

- ❑ In 2009, as part of the public administration reform, the State of Timor-Leste established an independent Civil Service Commission (CSC), through the Law Num. 7/2009;
- ❑ The CSC is composed of five commissioners and is presided over by a President; Out of the five commissioners, three are nominated by the Government (including the president) and the other two are nominated by the National Parliament; Each commissioner is tasked with a certain portfolio on the matters regarding the HR management functions;
- ❑ The role of the CSC: to provide regulative frameworks on all human resource management and the HR development across the Civil Service in Timor-Leste; to ensure the promotion of legality, equality and independence of the civil service; and to advise the Government on legislative frameworks and policies regarding the human resource management in the civil service;
- ❑ The CSC is technically independent, but it is under the legal supervision of H.E. the Prime Minister; and it reports directly (on annual basis) to the National Parliament (NP);

International Partnership

- ❑ Institutional Consolidation, Capacity Building & Development through acquiring and sharing knowledge and experience with other countries





Career promotion on line test for the deployed public servants in diplomatic mission in many countries worldwide, with national-based virtual supervision.

Zoom meeting and virtual conference during preparation, including simulation test, on the eve of the realization of the on line test for career promotion.



The five commissioners of the CSC (2020- 2025)



Faustino Cardoso Gomes
The President of the third mandate of the CSC (2020 – 2025)



Antonio Freitas
The commissioner, concluded his mandate on 23 of October, 2022. (waiting for new-commissioner)



Maria de Jesus Sarmiento
The commissioner, of the third mandate of the CSC (2020 – 2025)



Fausto Freitas da Silva
The commissioner, of the third mandate of the CSC (2020 – 2025)



Carmeneza dos Santos Monteiro
The commissioner, of the third mandate of the CSC (2020 -2025)

CSC Secretariate

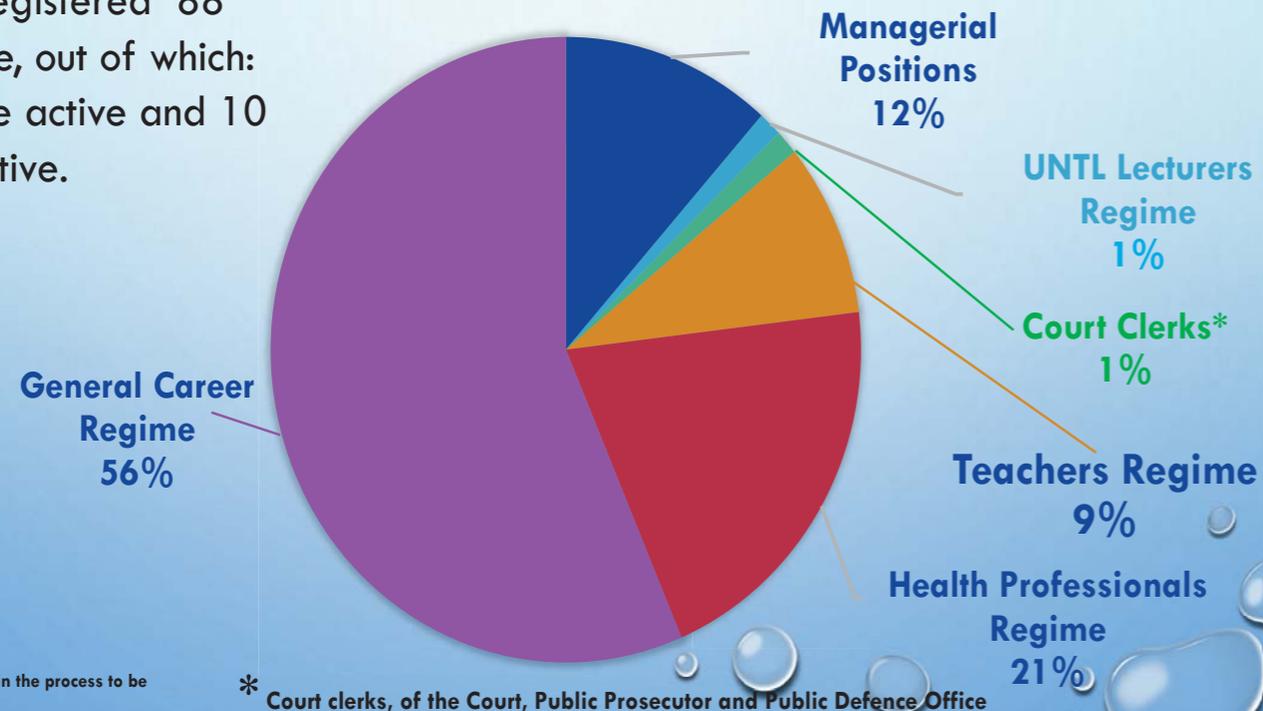
- ❑ Technically, the CSC functions through a supporting Secretariate, lead by an Executive Secretary (the same as the Director General in the ministries) and in fact by a woman in most of its time since its establishment in 2009;
- ❑ The Secretariate of the CSC is structured (hierarchically) into:
 - 1) National Directorates, composed of 5:
 - ✓ Ethics, Discipline and Administrative Procedures of the Civil Service;
 - ✓ Workforce Planning, Capacity Building and Development;
 - ✓ Recruitment and Career Development;
 - ✓ Public Service Management Information System; and
 - ✓ Administration and Finance;
 - 2) Units: Civil Service Research, Policy and Observation Unit; Protocol and Social Communication; and Information Systems Development;
 - 3) Support Office for the Executive Secretary; Supporting Cabinet to the President/ Commissioners; and
 - 4) The Cabinet of Inspection and Audit.
- ❑ The National Directorates are subdivided respectively into departments and then into sessions.

Towards E-Governance

- ❑ Central Database for Human Resources developed and managed by CSC Staff (SIGAP-FOUN);
- ❑ SIGAPNET as a mobile system to allow all civil servants access their own data and access online services;
- ❑ E-service (Atendimento Digital) as a system for public requests management;
- ❑ Online Promotion Test to diplomats who are outside Timor-Leste, it is also foreseen for municipalities in the future, using the Computer-Based Testing system used by CSC for the General Career Promotion process;
- ❑ Interface system
- ❑ Planning and implementing the e-recruitment building in Timor-Leste to increase the number of recruitments using a merit based method and Computer-Based Assessment.

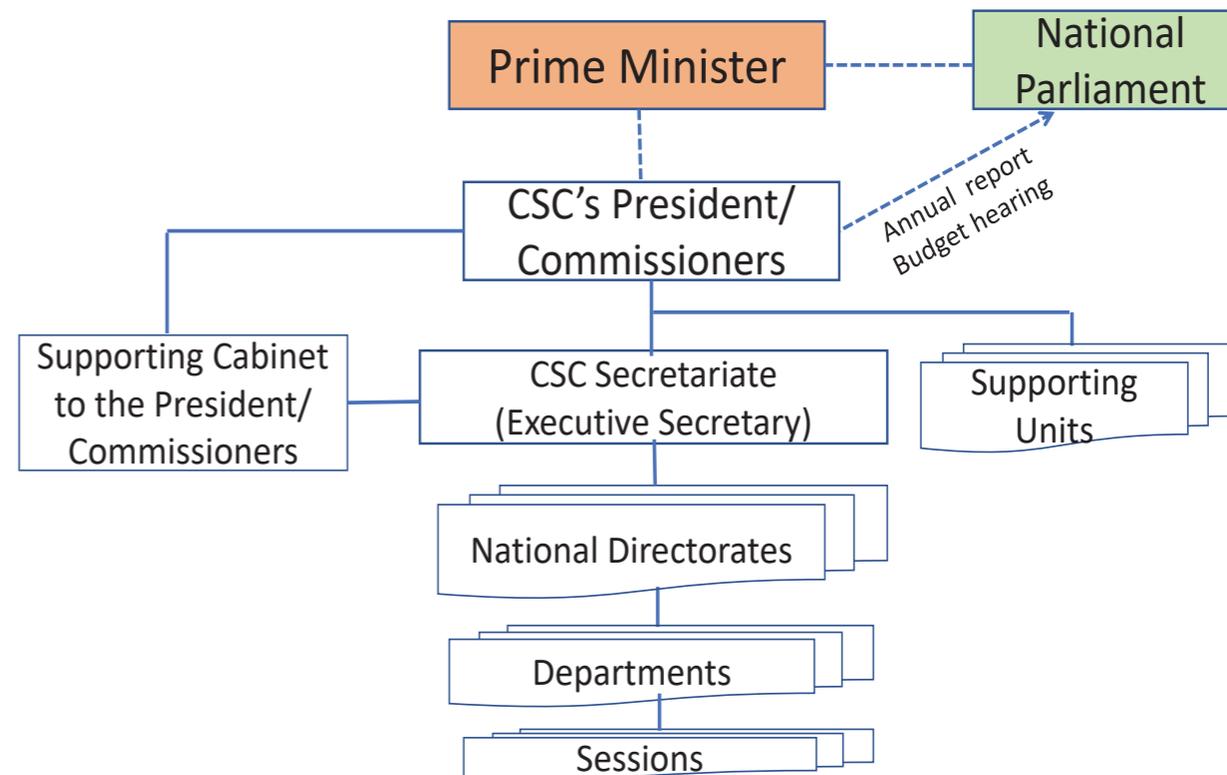
PEOPLE WITH DEFICIENCY IN THE CIVIL SERVICE

It is registered 88 people, out of which: 78 are active and 10 not active.



Source: SIGAP, 2019 (in the process to be updating)

The CSC's Organic Structure & Its relation to the Government and the National Parliament



CSC presents its annual report to the National Parliament



The CSC Commissioners are sworn in by H.E. The Prime Minister



Woman in the Civil Service

Facts	% of Woman in Total
Civil Service Workforce	35%
Management Positions	23%
Positions working outside Timor-Leste	42%
Health Professionals	56%
Parliamentary System Professionals	43%
Workers under Probationary Appointment	52%
Workers with less than 60 years	36%
Workers with 60 years and more	27%
Workers in Specialized Regime of Careers	41%

Its Characterization

Regime

- There are two main regime :
1) the general career; and
2) the specialized career (this is more than 20)
- Professional senior regime

Career path

- **Vertical**, characterized by grades (e.g., for the general regime: 7 grades - A,B,C,D,E,F,G; through promotion; or, recruitment competitions for new merit based positions
- **Horizontal**, characterized by grades (e.g., for the general regime: 1 to 10; and 1 to 7 scale/ escalão); based on performance evaluation;

Age

Average:

Male	48
Female	44
Global	46

Ratio

☐ **2.7 % - 4.0 %**

☐ 2.7 % (PPS + PAA)

☐ 4.5 % (PPS + PPA + TW)

☐ 4.0 % (PPS + PAA + TW + WPSW)

- PPS = Permanent Public Servant
- PAA = Public Administration Agents
- TW = Temporary Workers (Casuais)
- WPSW = Whole Public Sector Workers

Vision

An efficient, effective, responsive Civil Service, with high standard of quality in service delivery to the public

Mission

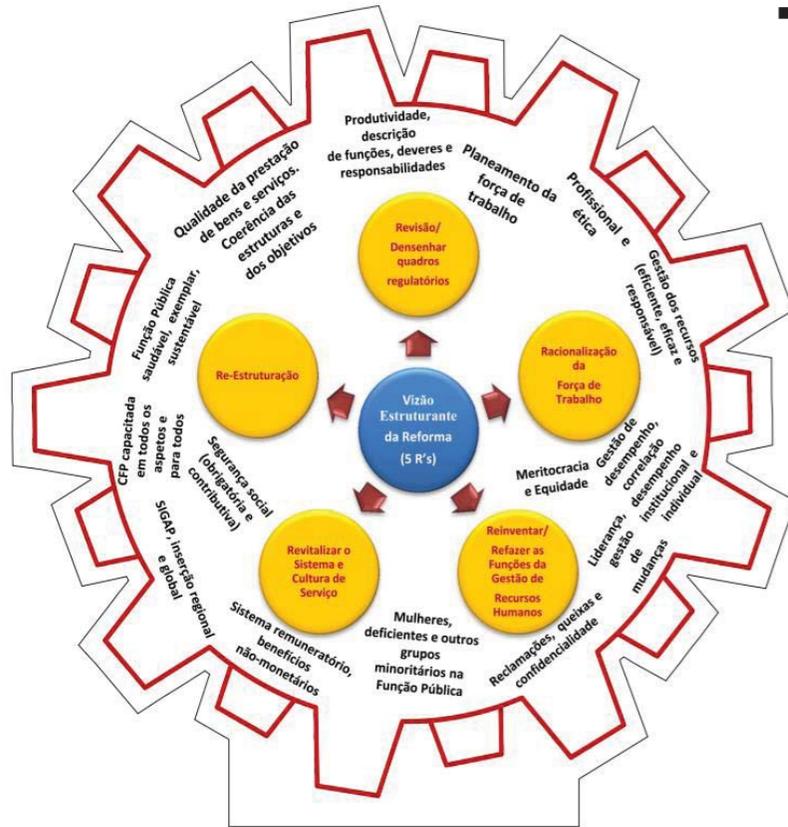
- Ensuring a civil service that is impartial (politically), neutral, and based on merit;
- Ensuring a work force with access to professional development, to achieve high quality of service delivery;
- Creating a culture of high professional performance, ensuring the efficiency, efficacy and economic in the management of human resources and materials;
- Ensuring an equal and appropriate service in the civil service.

Values

Efficiency, efficacy, Productivity, quality, equity, merit, performance, impartiality, responsiveness, transparency, professionalism

Towards Reform:

□ Its Five Main Visions (The Five Rs)



□ Its fifteen strategic objectives (The Fifteen SOs)

Its distribution across different career regimes

Per Career Regime	Female	Male	Total	%
Management and Leadership Positions	693	2,292	2,985	8.08%
Anti-Corruption Specialist	21	63	84	0.23%
Scientific Police and Criminal Investigation	27	84	111	0.30%
Career Regime of Prison Guards	22	166	188	0.51%
Career Regime for Notaries and Registrars	5	15	20	0.05%
Regime of the General Labor Inspection	5	14	19	0.05%
Career Regime for Senior Professionals	3	8	11	0.03%
Auditors' Regime	9	20	29	0.08%
UNTL Lecturers Regime	89	319	408	1.10%
Judicial Officers Regime	89	174	263	0.71%
Teachers Regime	3,687	6,453	10,140	27.45%
Health Professionals Regime	2,231	1,772	4,003	10.84%
General Regime of Careers	5,926	12,608	18,534	50.17%
Parliamentary System	63	83	146	0.40%
Total	12,870	24,071	36,941	

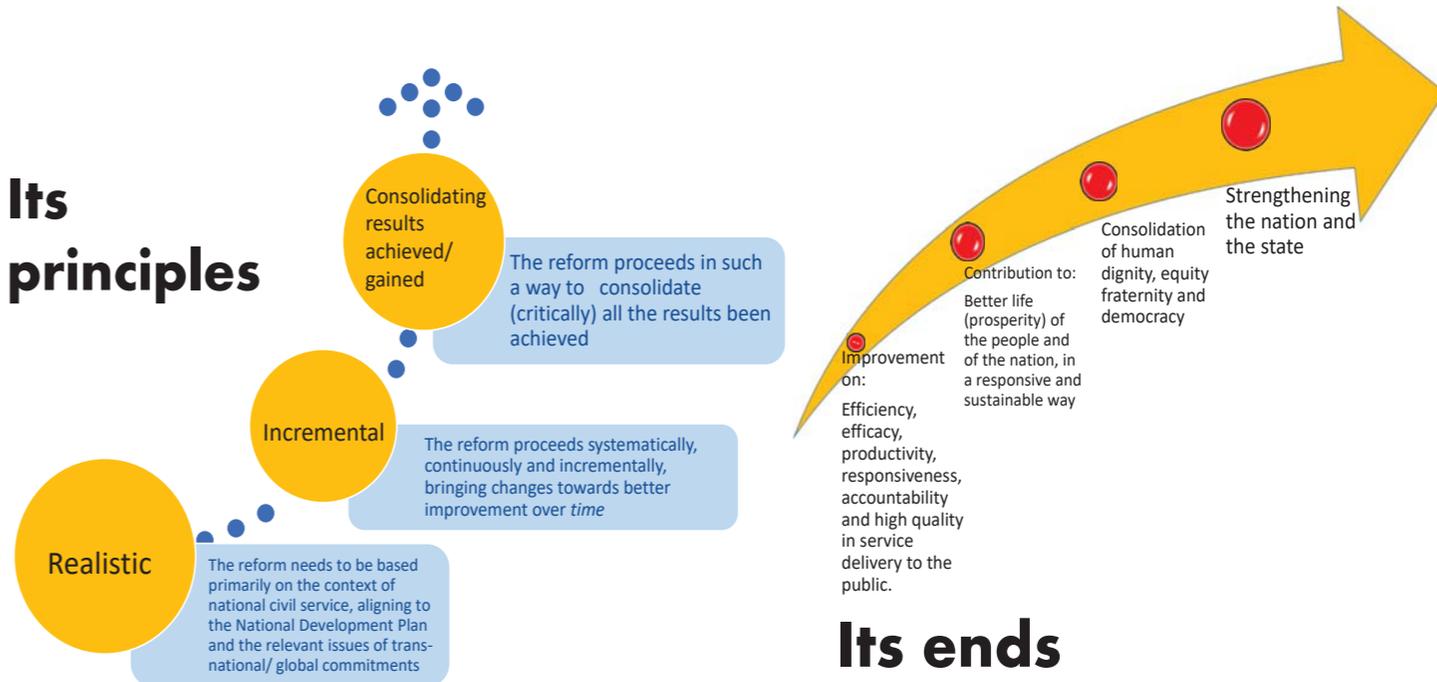
Its distribution across the municipalities

Municipality	Female	Male	Total	%
Aileu	397	776	1,173	3.18%
Ainaro	674	980	1,654	4.48%
Ataúro	11	78	89	0.24%
Baucau	1,062	1,872	2,934	7.94%
Bobonaro	733	1,662	2,395	6.48%
Covalima	638	1,337	1,975	5.35%
Díli	5,707	9,524	15,231	41.23%
Ermera	827	1,356	2,183	5.91%
Outside Timor-Leste	31	43	74	0.20%
Lautém	421	1,240	1,661	4.50%
Liquiça	491	926	1,417	3.84%
Manatuto	400	827	1,227	3.32%
Manufahi	609	1,062	1,671	4.52%
Oecusse	353	905	1,258	3.41%
Viqueque	516	1,483	1,999	5.41%
Total	12,870	24,071	36,941*	

* About 60% of this number working/ serving in the sub-national level (Special Administrative Region, Municipalities, Postos Administrativos – this is the lowest tier of the government structure - and Sucos/villages – community structures)

Towards Reform:

Its principles



Timor-Leste's Civil Service: Its Statute

- ❑ The statute of the Timor-Leste's Civil Service is regulated through the Law No. 8/2004, 16 JUNE 2004; (<https://mj.gov.tl/jornal/lawsTL/RDTL-Law/RDTL-Laws/Law-2004-8.pdf>); and
- ❑ The Law No. 5/2009, of 15 July, First amendment to Law No. 8/2004, of 16 June (Law that approves the Statute of the Civil Service) (<http://pdhj.tl/wp-content/uploads/2013/11/Law-5-2009-amend-Public-Service-Law.pdf>);

Its distribution (geographic)

Distribution of Civil Servants Workforce	Female	Male	Total	%
National/Capital	5,707	9,524	15,231	41.2%
Sub-National	7,132	14,504	21,636	58.6%
Outside Timor-Leste	31	43	74	0.02%
Total	12,870	24,071	36,941	

Its Education Level

Education Level	Female	Male	Total	%
01 - 4 years of school	55	245	300	0.81%
02 - 6 years of school	71	526	597	1.62%
03 - 9 years of school	121	747	868	2.35%
04 - 12 ^o Years of school	3,492	8,333	11,825	32.01%
11 - Diploma 1	381	185	566	1.53%
12 - Diploma 2	189	287	476	1.29%
13 - Diploma 3	655	700	1,355	3.67%
14 - Diploma 4	15	34	49	0.13%
15 – Bacharelor (Graduation)	2,714	3,856	6,570	17.79%
16 – Licenciatura (Graduation)	4,568	6,966	11,534	31.22%
17 – Post-Graduation	25	50	75	0.20%
20 – Master	258	951	1,209	3.27%
21 - PhD	5	20	25	0.07%
No School	321	1,171	1,492	4.04%
Total	12,870	24,071	36,941	

Its Scope

- ❑ Based on its statute law, the Timor-Leste’s Civil Service covers civil servants (a permanent career) and agents of the public administration (temporary, contract regime) carrying out their activities with organs and institutions of the public administration in the country and overseas;
- ❑ It does not cover entities and sectors, such as:
 - a) The President of the Republic;
 - b) The members of the Government;
 - c) The members of the National Parliament;
 - d) Other personalities appointed or elected to political positions;
 - e) The judges, public prosecutors and public defenders;
 - f) Members of FALINTIL-FDTL, the defense force of Timor-Leste; and
 - g) Members of the PNTL, the national police force of Timor-Leste;

Its Size

Civil Servants Workforce				
Male		Female		Total
24,071 (65%)		12,870 (35%)		36,941
	Permanent Public Servant	Public Administration Agent (annual contract regime)	Total	
Male	19,339	4,732	24,071	
Female	9,503	3,367	12,870	
Total	28,842 (78%)	8,099 (22%)	36,941*	

* This constitutes about 67% of the whole Timor-Leste State Workforce that is around 55,306;

* This total number makes the ratio about 2.7 percent (with a population about 1,34 million)

The Civil Service vis-à-vis the whole Public Sector Workforce

Category of Workforce in the Public Sector of Timor-Leste	Number
Permanent Public Servants & Public Administration Agents	36,941
Temporary workers (Casuais)	10,373*
Advisers (national & international)	1,078*
Court Magistrates (Majistradus Judisiais)	35
Public Prosecutors (Majistradus Ministeriu Públiku, Prokuradores)	37
Public Defenders (Defensores Públikus)	34
F-FDTL (The Defense Force of Timor-Leste)	2,746
PNTL (The National Police Force of Timor-Leste)	4,062
TOTAL	55,306**

* Though constitute part of Civil Service, these categories are not registered in the CSC Data Base (SIGAP-FOUN), but in the individual institute/ ministry data base and the treasurer of FM.

** This figure makes the ratio around 4 percent (with a population about 1,34 million); and it does not include the President of the Republic; The members of the Government; The members of the National Parliament; and other personalities appointed or elected to political positions