



REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE  
MINISTÉRIO DAS FINANÇAS

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**BRIEFING NOTE TO THE MINISTER**

**FROM:** Santina Cardoso

**DATE:** 28 June 2008

**SUBJECT:**

**Selection of Ms. Ines Almeida as Parliamentary Liaison Adviser under the PFMCBP**

**PURPOSE:**

To seek the approval of the Minister on the selection of the candidate, and be able to proceed with the recruitment.

**BACKGROUND:**

The PFMCBP has started the search for a candidate to assume the post of the PLA in April-May 2008, by putting out in the market the approved Terms of Reference (TOR) of the position. The application closing date was 15 June 2008.

A Selection Panel composed of the PIO-PFMCBP, PIO Adviser, Senior Management Adviser to the Minister on Program Services, Interim Director of the Administration & IT Services, the Program Management Support Officer (PMSO)-PFMCBP, was convened on 26 June to review and select a candidate.

The panel believed that Ms. Almeida has the right combination of qualifications, skills and work experience that will allow her to deliver the expected tasks and functions of the position. She has also the much-desired fluency in Tetum and Portuguese languages, apart from her excellent command of the English language. Ms. Almeida also has the demonstrated ability to access senior government officials including parliamentarians on issue of utmost importance.

Attached with this Note is a copy of Ms. Almeida's, for the Minister's reference.

**RECOMMENDATION:**

**The Minister to approve the panel's decision to recruit Ms. Ines Almeida to the post of PLA; and be allowed to immediately mobilize her to assume position.**

**PREPARED BY:**

**SANTINA CARDOSO**  
PIO-PFMCBP

**APPROVED / NOT APPROVED**

**EMILIA PIRES** 2 / 7 / 2008  
Minister for Finance



**REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE  
MINISTÉRIO DAS FINANÇAS**

**PLANNING AND FINANCIAL MANAGEMENT CAPACITY BUILDING PROGRAM (PFMCBP)**

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**Selection Report  
Parliamentary Liaison Adviser (PLA)**

**Background**

The Terms of Reference (TOR) of the position was put up in the market in April-May 2008. A selection panel was constituted last 26 June 2008 to review the CVs of the applicants to the position.

**Duties and Responsibilities**

Among the duties and responsibilities of the PLA include the following:

In close coordination with staff and advisers in the Ministry of Finance, the PLA shall perform the following duties and responsibilities:

1. Develop a communication plan, briefs and/or statements for the Minister of Finance, as required, emanating from issues raised in the National Parliament.
2. Foster good Ministry working relationship with Parliamentarians.
3. Initiate and develop contacts with members of the National Parliament and keeping them informed on the programs and undertakings of the Ministry.
4. Provide support in the preparations of materials and/or documents for use by the Minister in her appearances in the National Parliament.
5. Attend National Parliament sessions as will be required by the Ministry of Finance.
6. Produce of materials such as key facts and/or statistics for use in liaison work and other related activities required by the Minister.
7. Perform such other supporting tasks, both administrative and technical in nature, as will be required by the Ministry of Finance.

**Process**

A selection panel composed of the PIO-PFMCBP, the PIO Adviser, the Interim Director of Administration and IT Services, the Program Management Support Office (PMSO) of the PIU-PFMCBP

and the Senior Management Adviser on Program Services Branch was established to handle the recruitment of the PLA.

#### CV evaluation

In a meeting held last 26 June 2008, the panel reviewed the CVs of four (4) applicants according to an agreed criteria, namely, (1) academic qualification; (2) professional experience in performing parliamentary liaison, communications and PR-related functions and in a developing country setting; (3) public sector work-experience; (4) language facility, mainly Tetum and/or Portuguese.

The following were the short-listed candidates:

1. Ms. Rosie Ollier
2. Ms. Ines Almeida
3. Ms. Mara Sofia Goncalves
4. Ms. Alessandra Ronchi

#### **Selection Outcome**

Based on the comparative review of their CVs, the panel decided to recruit Ms. Ines Almeida for the position.

The panel was unanimous in their view that Ms. Almeida will bring in her solid experience in PR and media work, gained from her previous experience during her stint with the Australian public service and in East Timor, to the benefit of the position.

She was viewed by the panel as most qualified among the four (4) applicants and has the essential qualification, skills and solid work experience in her credit to allow her to perform the functions of the position.

Her involvement and familiarity of the workings of the Ministry of Finance gave her the advantage over the rest of the candidates for the position. Ms. Almeida is currently performing the role of Media Monitoring Advisor where she provides concise news summaries to the Minister, from local and international media, on issues of importance to the Ministry and the Government of Timor-Leste as a whole.


The panel took note of Ms. Almeida's contribution in providing timely news feeds to the media on the workings of the Ministry as well as in putting the issues and concerns of the Ministry into the public's knowledge. A significant factor that was considered by the panel to her favor was her language: Ms. Almeida speaks fluent and writes clearly in *Tetum* and *Portuguese* languages. The panel believe that selecting Ms. Almeida will hasten the delivery of the expected functions of the PLA, as desired by the Ministry.

They have also noted her ability to access and liaise not only with the Minister of Finance, but with the other **senior government officials as well as parliamentarians**, on issues of utmost importance.

The other candidates, while they have the academic qualifications and some media/PR work experience, lack the desired combination of PR/Communications, public sector experience and the working language (Tetum and Portuguese).

### **Recommendation**

It is recommended that the PFMCBP approve the selection of **Ms. Ines Almeida** to the position.



**JOSE A.F. ABILIO**  
Interim Director  
Administration & IT Services



**SANTINA VIEGAS CARDOSO**  
Program Technical Support Staff  
PIU-PFMCBP



**NIKUNJ SONI**  
Senior Management Adviser-  
Program Services



**OSCAR BELO**  
Program Management Support Officer (PMSO)  
PIU-PFMCBP



**RAMON OLIVEROS**  
Adviser to the PIO-PFMCBP

Report Prepared on: 27 June 2008