



# Luta Hamutuk

INSTITUTU BA PESQUIZA/INVESTIGASAUN, ADVOKASIA NO KAMPAÑA  
*Timor-Leste Institute for Research, Advocacy and Campaigns*

**Add:** Rua Gov. Celestino da Silva-Farol, Aldeia Lirio, Suco Motael, Vera Cruz, Dili  
**Email Add:** [lutahamutuk2005@yahoo.com](mailto:lutahamutuk2005@yahoo.com) or [lutahamutuk.timorleste@gmail.com](mailto:lutahamutuk.timorleste@gmail.com)  
**PO. BOX:** 1034, Correios, Dili, Timor-Leste  
**Tel:** (+670) 332 2619 or (+670) 726 3783 & 724 3966

## Positions and Job Description of Luta Hamutuk Staffs

<b>Director</b>	: MERICIO AKARA
<b>General Manager</b>	: JOAOZITO VIANA
<b>Program Manager</b>	: F. MARIA DE VASCONCELOS
<b>Administration &amp; Finance Manager</b>	: ANTONIO SOARES
<b>EC Project Coordinator</b>	: EMANUEL BRIA
<b>Administration Officer</b>	: LAURENTINO ALVES
<b>Finance Officer</b>	: YULIANA YAYU
<b>Budget Transparency Officer</b>	: ELIO PEREIRA
<b>Community Transparency Initiative Officer</b>	: ZENILTON ZENEVES
<b>Oil Transparency Officer</b>	: NELSON MIRANDA

### Deputies

<b>Administration</b>	: FRANCISCO MONTEIRO
<b>Finance</b>	: DOMINGAS SERRÃO NUNES
<b>Budget Transparency</b>	: QUIZAR SAVIO
<b>Community Transparency Initiative</b>	: MANUEL FREITAS
<b>Oil Transparency</b>	: YONATAN GONSALVES

### Staffs

FRANCISCO DOS SANTOS  
AGUS VIANA  
FATIMA BLABIONA

**Librarian** : AGUSTO RUAS MONTEIRO

**Web Manager:** Tomas Freitas  
Nelson Miranda  
Laurentino Alves  
Francisco Monteiro

<b>Position:</b>	<b>Executive Director: Mericio Akara</b>
Direct Report to:	Management Team
Job Description:	<ul style="list-style-type: none"> <li>• Interpreting vision, mission and values of the organization into programs and activities</li> <li>• Establish relations with donors</li> <li>• Preparing strategic plan and other activities of the organization.</li> <li>• Create opportunities for the organization</li> <li>• Organizing programs and monitoring, research and advocacy activities on oil issues and budget transparency.</li> <li>• Coordinating general reports whereas six-monthly or annual for either internal (donor related) or external (government, national parliament and relevant organizations) purposes</li> <li>• Establish relations with international networks</li> <li>• Coordinating programs and activities about budget and oil transparency budget transparency.</li> <li>• Evaluating monitoring, research and advocacy activities</li> <li>• Coordinating internal evaluation on program and activities in the organisation</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Ensure sustainability of the organization.</li> <li>• With General Manager becomes one of signatories for</li> <li>• Sign work contract of the staffs after due recruitment procedure.</li> <li>• Represent Luta Hamutuk in the court where there is dispute and in public.</li> <li>• Conduct press conference and public statement to national and international about findings of Luta Hamutuk</li> <li>• Proactively asking all staffs about programs and activities in the organization</li> <li>• Coordinating internal activities with General Manager</li> <li>• Holding authority to determine policy and program in the organization</li> <li>• Responsible to develop and maintain good financial practices</li> <li>• Ensure effective management team and procedures</li> </ul>

<b>Position:</b>	<b>General Manager: Joazito Viana</b>
Direct Report to:	Executive Director
Job Description:	<ul style="list-style-type: none"> <li>• Plan implementation strategy of the organization policy in comprehensive manner to execute it optimally.</li> <li>• Evaluate staff performance.</li> <li>• Supporting Executive Director to seek funding opportunities for the organization.</li> <li>• One of the signatories in the organization with Executive Director</li> <li>• Organizing internal information both vertically and</li> </ul>

	<p>horizontally.</p> <ul style="list-style-type: none"> <li>• Coordinating program implementation strategy and other activities.</li> <li>• Coordinating program and activities of monitoring, research and advocacy on oil and budget transparency and other activities</li> <li>• Coordinating monthly, six-monthly and annual reports of the organization at managerial level to Executive Director</li> <li>• Providing information about capacities and skills of staffs that need to be improved.</li> <li>• Preparing relevant training programs.</li> <li>• Preparing evaluation for monitoring, research and advocacy programs.</li> <li>• Carry out other tasks requires by the Executive Director.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Full time presence in the office.</li> <li>• Directly responsible to Executive Director.</li> <li>• Preparing budget proposal for the organization.</li> <li>• Release press conference and public statement to national and international media regarding Luta Hamutuk works and findings at the absence Executive Director</li> <li>• Proactively asking all staffs about program and activities in the organization.</li> <li>• Coordinating internal activities with Executive Director.</li> <li>• Coordinating briefings, trainings, seminars and workshops.</li> <li>• Holding authority to decide on policy and program of the organization.</li> <li>• Control expenditures of the organization</li> </ul>

<b>Position:</b>	<b>Program Manager: F. M. de Vasconcelos</b>
Direct Report to:	General Manager
Job Description:	<ul style="list-style-type: none"> <li>• Plan program implementation strategy comprehensively to be implemented optimally.</li> <li>• Plan program activities.</li> <li>• Design operational process and program implementation.</li> <li>• Coordinating all program activities.</li> <li>• Conducting impact assessment of all programs and activities.</li> <li>• Recommend improvements for operational process and program implementation</li> <li>• Coordinating monthly, six-monthly and annual reports to General Manager.</li> <li>• Undertaking other tasks requires by General Manager.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Full time in the office.</li> <li>• Responsible to Executive Director through General Manager.</li> <li>• Ensuring effective short term and long term program plan and implementation</li> </ul>

	<ul style="list-style-type: none"> <li>• Proactively asking all staffs about activities and programs in the organization.</li> <li>• Coordinating internal activities with General Manager</li> <li>• Holding authority to decide on program policy</li> </ul>
--	--

<b>Position:</b>	<b>Administration and Finance Manager: Antonio Soares</b>
Direct Report to:	General Manager
Job Description:	<ul style="list-style-type: none"> <li>• Establish sound financial and administration system.</li> <li>• Working with management team to prepare and review annual budget plan.</li> <li>• Consolidating work plan and budget of the organization in detailed.</li> <li>• Control payment and review voucher payment.</li> <li>• Establish accounting system.</li> <li>• Supervise petty cash of the organization and other banking transaction on regular basis.</li> <li>• Developing information system and level of authority in the organization based on the organizational structure.</li> <li>• Developing effective administration system.</li> <li>• Preparing financial monthly, six-monthly and annual report for to be submitted to General Manager.</li> <li>• Undertaking other tasks requires by the General Manager.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Full time presence in the office.</li> <li>• Responsible to Executive Director through General Manager.</li> <li>• Responsible for sound implementation of approved financial and administration system</li> <li>• Proactively asking all staffs about programs and activities in the organization.</li> <li>• Holding authority to decide on financial and administration policy</li> </ul>

<b>Position:</b>	<b>EC Program Coordinator: Emanuel Bria</b>
Direct Report to:	Executive Director
Job Description:	<ul style="list-style-type: none"> <li>• Coordinating with Program Manager to establish sound program monitoring, evaluation and reporting system.</li> <li>• Undertaking capacity building of the organization in terms of program financing and support monitoring program</li> <li>• Coordinating with Program Manager and Finance Manager to prepare monthly, six-monthly and annual report to be submitted to Executive Director.</li> <li>• In collaboration with CAFOD and Luta Hamutuk staffs providing technical support to ensure that approved budget and programs are implemented in line with EC contract and procedures</li> <li>• Undertaking other tasks requires by Executive Director.</li> </ul>

Responsibilities:	<ul style="list-style-type: none"> <li>• Full time in the office or in the field (where necessary)</li> <li>• Responsible to Executive Director through General Manager.</li> <li>• Responsible for overall monitoring, evaluation and reporting of programs funded by EC/CAFOD</li> <li>• Responsible to relation with CAFOD and other international associates about program implementation through Executive Director.</li> </ul>
-------------------	--

<b>Position:</b>	<b>Finance Officer: Juliana Yayu</b>
Direct Report to:	Finance Manager
Job Description:	<ul style="list-style-type: none"> <li>• Recording all transactions, clarifying transactions, reconciling transaction data, break down transaction and prepare accounting data.</li> <li>• Arranging petty cash and payment.</li> <li>• Coordinating financial report, audit report and financial evaluation report.</li> <li>• Ensure good financial database in line with procedure in the organization.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Providing written financial information for internal purpose</li> <li>• Expend money based on the financial manual and procedures.</li> <li>• Coordinating expenditure plan with General Manager.</li> <li>• Record assets of the organization.</li> <li>• Providing financial monthly, six-monthly and annual report in a timely manner.</li> <li>• Undertaking financial data base.</li> </ul>

<b>Position:</b>	<b>Administration Officer: Laurentino Alves</b>
Direct Report to:	Administration Manager
Job Description:	<ul style="list-style-type: none"> <li>• Keeping documents, receive and recording letters.</li> <li>• Arranging information system in the organization.</li> <li>• Undertaking office administration work, documentation and publication.</li> <li>• Coordinating scheduled meetings whether general, special, vertical or horizontal.</li> <li>• Collecting weekly, monthly and annual reports from Program Manager to be submitted to Executive Director and from researchers to General Manager.</li> <li>• Coordinating schedule and administration of the director and management team.</li> <li>• Coordinating all documents for Luta Hamutuk website.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Providing written information for internal purposes and relevant external parties.</li> <li>• Prepare minutes of meetings.</li> <li>• Ensure good communication system among all staffs.</li> <li>• Providing monthly and annual report in a timely manner</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparing database for documents and letters.</li> </ul>
--	---

<b>Position:</b>	<b>Oil Transparency Officer : Nelson Miranda</b>
Direct Report to:	Program Manager
Job Description:	<ul style="list-style-type: none"> <li>• Design implementation plan for monitoring and research on oil transparency.</li> <li>• Coordinating all monitoring and research activities on oil &amp; gas issues.</li> <li>• Coordinating monitoring and research findings report and submit it to the General Manager.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Full time presence in the office.</li> <li>• Proactively coordinate with Monitoring &amp; Research Officer about monitoring and research process.</li> <li>• Providing necessary data and information for Executive Director and General Manager for the purpose of advocacy.</li> <li>• Coordinating monitoring and research report simplified through fact sheet, public statement and articles.</li> <li>• Review monitoring and research process in coordination with General Manager where necessary.</li> <li>• Prepare working paper as a result of monitoring and research.</li> <li>• Prepare monthly update, quarterly report, six-monthly report and annual report submitted to Program Manager</li> </ul>

<b>Position:</b>	<b>Budget Transparency Officer: Elio P. Guimaraes</b>
Direct Report to:	Program Manager
Job Description:	<ul style="list-style-type: none"> <li>• Design implementation plan of monitoring and research on budget transparency.</li> <li>• Coordinating monitoring and research budget transparency issues.</li> <li>• Coordinating reports on monitoring and research results to be submitted to General Manager.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Full time presence in the office</li> <li>• Proactively coordinating with Monitoring &amp; Research Officer about monitoring and research.</li> <li>• Coordinating data and information relevant for Executive Director and General Manager for advocacy.</li> <li>• Providing monitoring and research report simplified in fact sheet, public statement and articles.</li> <li>• Review monitoring and research process in coordination with General Manager where necessary.</li> <li>• Produce working paper as report for monitoring and research.</li> <li>• Produce monthly update, quarterly report, six-monthly report and annual report submitted to Program Manager</li> </ul>

<b>Position:</b>	<b>Community Networking Initiatives (CNI) Officer: Zenilton Zeneves</b>
Direct Report to:	Program Manager
Job Description:	<ul style="list-style-type: none"> <li>• Coordinating monitoring and research activities.</li> <li>• Supervise monitoring and research activities.</li> <li>• Coordinating monitoring and research activities with focal points at district level.</li> <li>• Assist focal points in coordinating activities of committee in Lospalos, Bazartete and Ermera District</li> <li>• Communicating with researchers and Luta Hamutuk focal points to identify issues and complaints.</li> <li>• Evaluate performance of researchers.</li> <li>• Provide guidance and mentoring to researchers.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Majority of time is in the field to ensure that monitoring and research is implemented well in accordance with the plan</li> <li>• Proactively communicate with researchers on monitoring and research activities.</li> <li>• Providing data and information to Program Manager.</li> <li>• Providing monitoring and research report in simplified form through fact sheet, public statement and articles</li> <li>• Providing monthly update, quarterly, six-monthly and annual reports submitted to Program Manager</li> </ul>

<b>Position:</b>	<b>Security</b>
Direct Report to:	Administration Officer
Job Description:	<ul style="list-style-type: none"> <li>• Monitor and supervise entrance door and ensure security in the office.</li> <li>• Monitor visitors and staffs to assure security and assets of the organization.</li> <li>• Check and adjust security system and equipments to ensure that there is no damage.</li> <li>• Respond to phone call, receive messages, answer questions and provide information during break time or non office hours.</li> <li>• Give warning to people who do not obey the rules and regulations of the organization</li> <li>• Write daily activities and record any failure to meet regulations and rules</li> <li>• Undertaking other tasks required by Executive Director.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Ensure security and order in the organization and surroundings.</li> <li>• Provide data and information necessary for the interest of the organization.</li> <li>• Provide report on security and related issues on regular basis</li> </ul>

<b>Position:</b>	<b>Librarian</b>
Direct Report to:	Administration and Finance Manager
Job Description:	<ul style="list-style-type: none"> <li>• Arrange book collection, publication, document, audio-visual tool and other references.</li> <li>• Prepare code, classification and book catalogue, publication films and other references according to common standard of library</li> <li>• Record book circulation.</li> <li>• Teach library users to find information using data base</li> <li>• Taking notes on complaints from the users and coordinating with administration officers to follow up complaints</li> <li>• Coordinating with Administration Officer to prepare monthly, six-monthly and annual reports presented to Executive Director through Administration Manager.</li> <li>• Undertaking other tasks required by Executive Director.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Full time presence in the office.</li> <li>• Ensure security of library materials and order in the library</li> <li>• Ensure library activities are for the good of organization or public.</li> <li>• Prepare clips and document them for the purpose of research.</li> <li>• Responsible to prepare regular reports.</li> </ul>

<b>Position:</b>	<b>Cleaner Services</b>
Direct Report to:	Administration and Finance Manager
Job Description:	<ul style="list-style-type: none"> <li>• Clean the office incl. empty rooms, desks, chairs, windows and other office equipments.</li> <li>• Provide responses to staff members in terms of necessities related to their works</li> <li>• Prepare coffee / tea and bring lunch for staffs where necessary;</li> <li>• Maintain and keep all tools used for cleaning</li> <li>• Coordinating with Assistant Administration to prepare regular reports submitted to Administration Manager through Administration Officer.</li> <li>• Undertaking other tasks required by Executive Director.</li> </ul>
Responsibilities:	<ul style="list-style-type: none"> <li>• Full time presence in the office.</li> <li>• Keep the office clean.</li> <li>• Responsible for cleaning of the office and surroundings</li> <li>• Responsible to prepare regular reports</li> </ul>

Related with assistant to program officers (oil transparency, budget transparency, CNI, administration and finance):

1. Tasks of the assistants are to undertake specific works assigned by their officers.



2. Assist the officers to undertake technical works on daily basis.
3. In undertaking their works, together with the officers they responsible to their line manager.
4. Undertaking the works of the officers at their absence.
5. Responsible to the success of their divisions.
6. Document all activities of their divisions.
7. Other works will be under coordination of their line manager.