

Legal Framework of Ministerial Offices – Decree-Law No. 27/2016

To ensure greater efficiency and coherence in the organization and functioning of ministerial offices, the Government of Timor-Leste has approved **Decree-Law No. 27/2016**, which establishes a unified legal regime for the composition, structure, and operations of the support offices of Government members.

This decree replaces outdated and scattered regulations and introduces clear provisions to strengthen the recruitment and functioning of qualified personnel—both from within the public administration and through fixed-term contracts—ensuring effective political, technical, and administrative support to Ministers and Secretaries of State.

Key Highlights:

- **Scope and Purpose**

Defines the roles and structure of ministerial offices, which are responsible for providing political, technical, administrative, and protocol support to government members.

- **Composition of Offices**

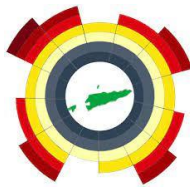
Each office may include a Chief of Cabinet, Advisors, Technical Experts, Executive Secretaries, Administrative and Auxiliary Staff, and Drivers. Personnel may be appointed from the public service or hired under fixed-term contracts.

- **Functions of Office Members**

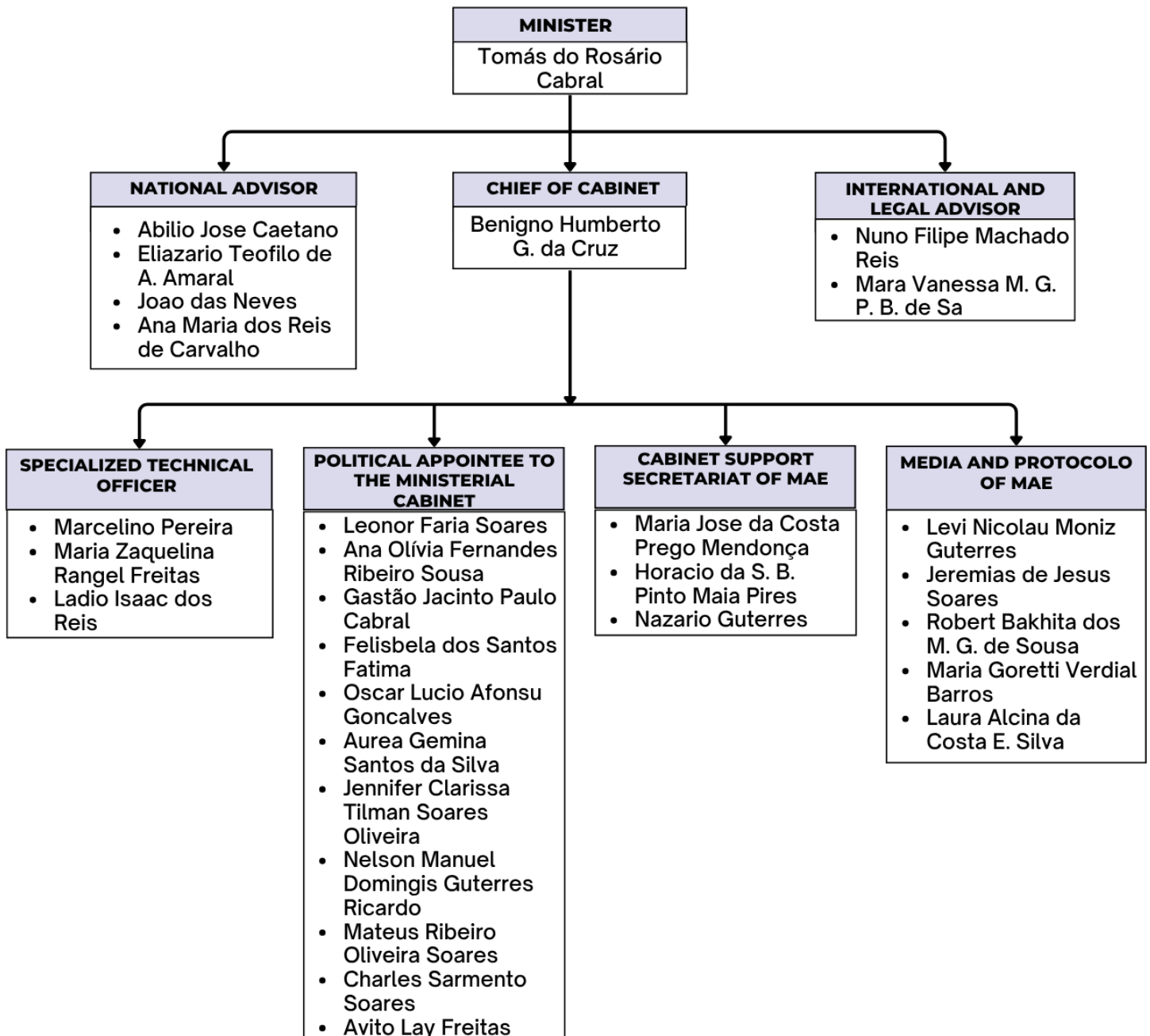
- The **Chief of Cabinet** coordinates the office and serves as the main liaison with other ministries and institutions.
- **Advisors and Technical Experts** provide specialized support.
- **Executive Secretaries and Administrative Staff** assist with operational duties.
- **Drivers** manage government-assigned vehicles.

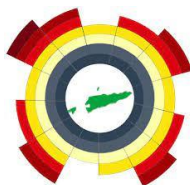
- **Office Organization**

Ministerial offices may be further structured through ministerial decrees.



STRUCTURE MINISTRY OF STATE ADMINISTRATION





Gabinete MAE

- **Appointments and Termination**

Cabinet members are freely appointed and dismissed by the respective government official. Their functions end when the appointing official leaves office.

- **Rights and Guarantees**

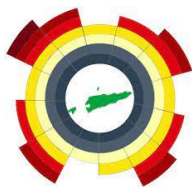
Cabinet members retain the rights and benefits of their original public service positions and cannot be penalized in their careers for service in the cabinet.

- **Duties and Compensation**

Members are subject to the general duties of public servants, including confidentiality. Extra compensation for overtime is limited, except in specific public service cases. Personal security officers are entitled to a risk allowance.

- **Repeal and Entry into Force**

This law revokes **Decree-Law No. 8/2007** and came into effect the day after its publication in the *Jornal da República*.



Message from the Chief of Cabinet – Summary of Achievements



The Ministry of State Administration (MAE) has effectively executed its strategic plan by promoting innovative management and institutional reforms that support the development of local governance and the delivery of efficient public services.

Under the leadership of His Excellency Prime Minister Kay Rala Xanana Gusmão, and with the direct guidance of Minister Tomás do Rosário Cabral, Vice-Minister Jacinto Rigoberto G. de Deus, SEATOU Germano Santa Brites Dias, SEDL Mateus W. dos Santos

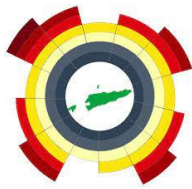
Tallo, the Presidents of the Municipal Authorities and the Ataúro Administrative Authority, as well as leaders of institutions under its oversight, MAE has shown strong dedication to fulfilling the national vision. Supported by other leadership bodies, MAE continues to build a solid foundation for administrative decentralization, the implementation of One-Stop Shops (BU), and the strengthening of Municipal and Administrative Authorities.

This progress also reflects the collective efforts of the leadership, technical teams, and institutions under the MAE's supervision.

Cooperation with Hunan Province (China), the European Union, Australia (through the PARTISIPA program), UNDP, KOICA, UCCLA, and other national and international organizations has contributed significantly to development in areas such as infrastructure, agriculture, education, institutional capacity, and local governance. These partnerships embody a spirit of solidarity and shared responsibility to support sustainable development in Timor-Leste.

The Ministry also emphasizes the importance of close collaboration with other line ministries, municipal authorities, and local communities. This interaction supports inclusive governance, strengthens local leadership, and encourages community participation in development processes. Through dialogue, cooperation, and project implementation, the MAE continues to serve as a strong bridge between international entities, local institutions, and communities.

The Ministry also highlights the organizational and spiritual impact of the preparations for the passing of His Holiness Pope Francis. His death brought profound sorrow to the people of Timor-Leste and the world, but it also left behind a legacy of inspiration, solidarity, and strengthened national unity. The Ministry's efforts in preparation, coordination, and communication demonstrated competence, commitment, and professional dedication, raising Timor-Leste's international profile.



Gabinete MAE

The significant changes led by the Ministry of State Administration remain a symbol of transformation, hope, and progress for Timor-Leste. The dedication, vision, and collaborative spirit of its teams and partners continue to create positive impact, fostering inclusive governance and harmonious, prosperous development. With this commitment, we will continue to build a better future for all.

Benigno Humberto da Cruz

Chief of Staff – MAE