

# CURRICULUM VITAE

**Name** : Joanita Silvira da Costa  
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## EDUCATION BACK GROUND

- ❑ International Relation, Dili University (UNDIL) 2003-2010 – Graduated
- ❑ Senior high School, (Biology) Graduated Dili 1997-2001
- ❑ Junior high School Graduated Dili 1994 -1997
- ❑ Elementary School. Graduated Dili 1988 – 1994

## PERSONAL EXPERIENCE

### **1. April 2011-Setember 2011.**

Chief training and monitoring unit, in the Ministry of Solidarity, DPBFC-MSS

Responsibility:

- Organize coordination meeting, and evaluation with NGO's, Government
- As trainer on Human right, conflict resolution, and mediation to the community leaders and youth.
- Preparation activity report for every month.
- Preparation monthly up-date.
- Prepared training curriculum, agenda, check list all material of the training.
- Prepare plan for tree month, six month and annual.
- Prepare proposal to training activity.
- Attending meeting internal and external.

### **2. Sep 2009- August 2010( ongoing) Working with the Ministry Social and Solidarity for Programa Hamutuk Hari'I Futuru "Dialogue Team MSS-UNDP Project".**

**As: An Administration and Logistic Training Team**

**My Responsibility:**

- Facilitate Training to the Communities Leaders with topic Conflict Resolution in the area of Timor-Leste.
- Approach and meeting with communities leaders
- Trainer or Facilitator of training for communities leader.
- Facilitate the training on topic Conflict Resolution Skill in the TLPI Course in Dare, facilitated to the Local NGO's, Politics Parties, staff from government and religious
- Produce finance report to MSS-UNDP Finance and Project Manager MSS-UNDP.
- Produce the training plan.
- Produce finance and activity training report

### **3. July 2008-August 2009 Working with the Ministry Social and Solidarity for Programa Hamutuk Hari'I Futuru "Dialogue Team MSS-UNDP Project".**

**As: An Administration and Logistic Assistant from Metinaro Sub-District.**

**My Responsibility:**

- Attend and responsibility to the case who complaint by IDP's and community

- Provide proposal.
  - Produce proposal regarding with dialog among Community and IDP's and Government.
  - Conducted and provide approach to the IDP's, Community who have problem.
  - Facilitated mediation to the IDP's who have problem with land and occupied house.
  - Produce weekly report, monthly report and three monthly reports to the project Manager UNDP-MSS
  - Provide Finance report to UNDP MSS and Donators supports.
  - Provide Monthly plan for a month and three month
  - Monitoring to the IDP's return
  - Accompany IDP's to return to their home.
- ❑ **February-May 2008** skill development practice in the **National Direction of Transport and Trestres-DNTT, Balide Dili**. As: *Registration Division, Administration Division, Finance Division, Travel investigation and control Division, Travel Inspection and Administration Division*
- ❑ **28 July-22 Sep 2007** participation in the writer competition in Dili, Xanana Reading Room with selection the first winner writer, with subject "Sosiadade no Konstituisaun RDTL" (Society and Constitution RDTL).
- ❑ **Dili 20 October 2004 – 4 April 2005, Assistant France Language teacher for student of International Relation Academy – ARI**  
**My responsibility**
- As teacher to teach a basic France to students
  - Assisting lecturer during the lecture

## **TRAINING & COURSE**

- ❑ 17 May -4 June 2010 attending MPI training with topic Introduction Peace Education, Conflict Resolution Skill and Core Protection and Peace Education in Davao during three weeks.
- ❑ 10- 13 March 2010 Attending TLPI Course with topic Trauma Healing training in Dare facilitate by Ms. Ina Varela from HOPE NGO
- ❑ 5-9 March 2010 Attending TLPI Course with topic Peace Advocacy training in Dare by Mr. Aniceto Neves.
- ❑ 1-4 March 2010 Facilitated TLP Training in Dare with topics conflict Resolution Skill to the participants from Local NGO's, Politics Parties, Youth Leader, Staff from the Government and Part of Religious
- ❑ 22-27 March 2010 Attending TOT Training with topics: Conflict Resolution Skill, Peace Advocacy, Active Non Violence and Community Conflict Resolution in the Culahun Dili By Ms.Deng
- ❑ 18 February 2010 Attending Do No Harm Training in Centro Jovenil, taibesse Dili By. Ms. Louise Cook-Tonkin.
- ❑ 4 February 2010 Attending The Theory of Change in Centro Jovenil taibesse Dili, By Ms.Louise Cook-Tongkin
- ❑ September-December 200 Attending Intermediate English Course in MSS by LELY Organization, Sr. Monty.

- ❑ August-September 2009 Attending the Diplomatic Training Lecture, in Dili University, Dili
- ❑ 16-18 September 2009 three days attending Training of Trainer by Abel Boavida and Ms. Pamela Sexton in ETDA Dili
- ❑ 2009 Attending advance Microsoft Excel Course in ETD, Dili.
- ❑ 13-14 May 2009: Two days attending Communication non Violation Training, *by Sr. Pedro Sousa* in Yayasan HAK Dili Timor-Leste. (*Certificated*)
- ❑ 22-24 January 2009: Three days attending Facilitation Dialogue Training, *By Sr. João Boavida and Aniceto Berteni Neves* in Maubara-Liquisa Timor-Leste.
- ❑ 5-6 November 2009 Attending Regional Conference with topic, Program Research, Dialogue and the way to Peace by CEPAD Organization in Maubisse Timor-Leste.
- ❑ 18, 19 and 21 July 2009 Attending Workshop and Training on Orientation to the Dialogue team in ETDA and Centru Juvenil in Taibesi Dili, *by Ben Larke, Pedro Sousa, Carlos Alberto and Gerson Araujo.*
- ❑ 6 June- 6 July 2008 Attending Basic Microsoft Access in Center of Informatics UNDIL, Dili Timor-Leste
- ❑ February –May 2008, skill development practice in the National Direction of Transport and Trestres-DNTT, Balide Dili.
- ❑ 30 July until 5 September 2007, attending Basic Administration course in ETDA Dili. The main subjects in my course are; Official writing letters, writing note, meeting moderate, telephone, file organizing, etc (certificated)
- ❑ 11-28 June 2007, attending Basic Financial Course in ETDA Dili. The main subjects in my course are; bookkeeping, basic Management finance, business, cash flow, petty cash system, ledger, reconciliation bank, budget and financial report, financial money, Salary and Depreciation. (certificated)
- ❑ 25 – 26 June 2004, Attending tree days training on basic leadership in International Relation of Academy Dili, Dare

## ORGANISATION

- ❑ 2004, Member of Senate Academy of International Relation Dili. (present)
- ❑ Representing Student ARI to speech on topic Human right and Democracy and Conflict resolution in East Timor on debate among University Senate conduct by International Relation Academy ARI, 29 October 2006
- ❑ Representing Student UNDIL to speech on topic The Economy Official Meeting the ASEAN Member Estate in 2015-2020 in Memorial Hall Dili Timor-Leste

## Skills

- I am Experienced in using computers with experience of; Operation Program: Windows 98, Win Xp Professional, Application Program: Microsoft word to write correspondences latter, application and invitation letter, case latter, memorandum from template and mail Marge.
- Microsoft excels made table from list etc.
- Operate Power Point, Publisher and internet (*beginner*)
- Having a good organizational, communication skill
- Having a good administrative management, and implementation
- Having a good working in multicultural environment

**Interest**

Reading, writing, basket ball, making correspondence letter by internet access and gain knowledge

**Language**

<b>Languages</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>	<b>Understanding</b>
Tetum	Excellent	Excellent	Excellent	Excellent
Bahasa Indonesia	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good
Portuguese	Good	Good	Basic	basic
France	Basic	Basic	Basic	Basic

**Reference:**

- **Mr. Jose Marcelino Cabral Belo**, Dialogue Project Manager MSS-UNDP, Mobile: +670 736 1926
- **Ms. Louise Cook-Tonkin**, The Dialogue Training Capacity Mentor MSS-UNDP, Mob: 744 1806
- **Mr. Amandio Amaral Freitas**, PHHF General Coordinator / The Director Social Asistence/MSS, Mob: 727 3935
- **Mr. Leonito Guterres**, Coordinator Dialogue Team, Mob: 731 5867
- **Mr. Cristovão Pereira**, Legal Draft of National Parliament RDTL, 7235202
- **Ms. Herminia de Deus**, Coordinator Training center ETDA- Dili Mobile: +670 724 3881