

## CURICULUM VITAE

### PERSONAL IDENTITY

Name : Leonésia Tecla da Silva  
Date of Birth : September, 23<sup>th</sup> 1984  
Address : Becora, Cristo Rei  
Nationality : Timorese  
Contact number : +670-7410133

### II. EDUCATION BACKGROUND

- Universidade da Paz-Dili, Timor Leste – (Peace Study) – Present
- Senior high school in St. Joseph College Balide-Dili on June 2000-June 2003, graduated
- Junior high school in Secret Heart of Jesus Becora-Dili on August 1996-July 2000, graduated
- Primary school in St. Joseph Baguia on June 1990-June 1996, graduated

### III. FORMAL TRAINING

- 17-21 May 2010 attending Fundamental of Peace Building Training in Mindanao-Manila, Philippines (certificated)
- 24-28 May 2010 attending Advanced Mediation Training in Mindanao-Manila, Philippines (certificated)
- 31 May-04 June 2010 attending Core Protection and Peace Advocacy Training in Mindanao-Manila, Philippines (certificated) HARM training in Dili, facilitated by Louise Cook-Tonkin
- 4 February 2010 attending Theory of Change Training in Dili facilitated by Louise Cook-Tonkin
- September 2010- January 2010 attending intermediate English Course by LELI at Ministry of Social Solidarity
- December 2009-April 2010 attending Advanced Intermediate Course in UNDP by UNICEF personal teacher
- 16-18 September 2009 attending Trainers of Trainers training facilitated by Ms. Pamela Sexton
- 18-21 July 2008 attending Workshop and Training for the Dialogue team by Mr. Ben Larke,
- 19-20 August attending Facilitating Dialogue training that facilitated by CDR Organization of America (Certificated)
- February 2009 attending Martial Art Training by Yayasan HAK
- 13-14 May 2009 attending Non-Violence Communication by Mr. Pedro de Sousa from Land and Property Directorate
- 11 January-14 March 2009 attending Computer course in ETPA (certificate)
- March-April 2008 attending English Intermediate course by Australia Volunteers for the refugees
- 17-18 August 2006 attending Human trafficking training by REDE FETO (women's network) and PDHJ (Agencies of Human Rights and Justice)
- 5-7 August 2006 attending Leadership training by Christian Children Fund Organization (CCF)

- 23-25 June 2004 attending Human Rights training that facilitated by UNDP

## **WORK EXPERIENCES**

01 October 2010-Present

1. **Project Assistant** Support to Department of Peace Building and Social Cohesion  
UNDP Timor Leste- Ministry of Social Solidarity

Job description:

- Assist the project manager in the preparation of regular program reports relating to the Financial
- Present information/reports to the Ministry of Social Solidarity as a UNDP partners such as Secretary of State and Directors for identification of areas for support and interventions for to prevent and response to the conflict.
- Coordinate with Chief of Department for Peace Building and Social Cohesion to insure the implementation of activity to the community
- Serve as the responsible focal point for UNDP country program for meet with leaders of the Ministry
- Organize and facilitate workshops and meetings with partners and stakeholders.
- Provide guidance on administrative and operational policies and procedure to the DPBSC team and to the partners and Local Authority on gathering information to routine implementation of projects
- Assist in processing of staff/workshop participants travel in line with procedures
- Assist in the preparation of annual work plans of each unit of Department such as Training and Monitoring unit, Dialogue and mediation unit also Strengthening the Community activity and results reporting and conduct data collection as necessary to the Project Manager and Programme Analyst as well

2. **Project Assistant for Dialogue Project-MSS/UNDP during 2,5 years**  
**UNDP Timor Leste**

- Present information/reports to the Ministry of Social Solidarity as a UNDP partners such as Secretary of State and Directors for identification of areas for support and interventions for to prevent and response to the conflict.
- Assist the project manager in the preparation of regular program reports relating to the Financial
- Serve as the responsible focal point for UNDP country program for meet with leaders of the Ministry
- Organize and facilitate workshops and meetings with partners and stakeholders.
- Provide guidance on administrative and operational policies and procedure to the DPBSC team and to the partners and Local Authority on gathering information to routine implementation of projects
- Assist in processing of staff/workshop participants travel in line with procedures
- Assist in the preparation of annual work plans of each unit of Department such as Training and Monitoring unit, Dialogue and mediation unit also Strengthening the Community activity and results reporting and conduct data collection as necessary to the Project Manager and Programme Analyst as well



**3. Dialogue Coordinator for Dom Aleixo Sub-District**  
**Ministry of Social Solidarity with Support from UNDP**

- Facilitated Dialogue meeting between Community and IDPs
- Coordinated with local authorities to set up together to solved the conflict remaining in the community
- Coordinated with Partners Organization to be working together for the IDPs reintegration and facilitated mediation as well to the conflicting parties
- Identified the stakeholders for Dialogue meeting
- Consultating with Community leaders, local authorities including representatinve of community, Government, International and National NGOs for reintegration of IDPs and find the better solution for solving the conflict
- Accomplishment to the Senior Dialogue Coordinator to up-dated the information closed to the IDPs reintegrated on Dialogue and Mediation facilitation
- Consultated the member of the Government to participated in the Community Dialogue meeting
- Reported to the Dialogue Project Manager

17 July 2008-30 February 2009

**3. Dialogue Staff**

**Ministry of Social Solidarity with support from UNDP**

Job description :

- Visited IDPs camps and Communities regularly
- Facilitated mediation
- Facilitated preparatory meeting before it goes to big Community Dialogue meeting
- Coordinated with Community Leaders about the Dialogue and reintegration of IDPs
- Worked with Partner Organization like IOM, CRS, JRS, CARE International, etc closely to the IDPs reintegration and facilitated Dialogue and Mediation through the Land disputes, house occupied

**4. Mediator**

**Ministry of Social Solidarity with support from UNDP**

Job description :

- Approached two sides in conflict
- Mediated and facilitated problem solving
- Coordinated with Local Authorities and Community Leaders to be involved

10 March 2007-12 April 2007

**5. Member of Voter Education Group for Parliament Election**

**Timor Leste NGO Forum (FONGTIL) with support from Women's Network of Timor Leste (REDE FETO)**

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Job description :

- Prepared voter education material to be given
- Met with society and explained the function of Parliament
- Explained to the Community how to vote
- Reported to the Women's Network (REDE FETO) Director

17 December 2007-18 January 2008

**6. Needs Assessments**

**Women's Network of TL (REDE FETO)**

Job description:

- Interviewed people in Society
- Explained and then gave the questionnaire to the people
- Recorded the needs of the people
- Reported to the national Director

19 December 2005-21 February 2006

**7. Interpreter/Language Assistant**  
**Private**

Job description :

- Interpreter for researcher discussions about TL's traditions and customs
- Explained the objectives and goals of the meeting to interviewees
- After met with Local Authorities, met more people in the community to learn about traditions and customs

6 August 2003-30 April 2004

**8. Administrative Assistant**  
**Timorese Women's Unity for Progress (UNFETIP)**

Job description :

- Responsible for all unit of Administration of the Organization
- Took charge of telephone calls
- Organized and managed all of the documents
- Produced monthly and three months report to the Donors
- Provide monthly and three months plan with all the member of organization
- Reported to the Director of UNFETIP

**V. SKILLS**

- I have experiences in using **Application Program** base on the Microsoft word to write invitation and application letter, case letter and correspondence letter
- Microsoft Excel to made table from list
- Operation on using Internet and publisher
- I have ability to manage and coordinating
- I have able to work well with a team and independently
- I have able working in multicultural environment
- Having a good administrative management and implementation

## **ORGANIZATION**

- 27 January 2010, represented MSS-UNDP Dialogue Project Manager to shared the Process of Conflict Resolution
- 2004, Senate of Timor Leste Student in Central Java (SETL)

## **VI. KNOWLEDGE OF LANGUAGES**

<b>Languages</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>	<b>Understanding</b>
Tetum	Easily	Easily	Easily	Easily
Indonesian	Easily	Easily	Easily	Easily
English	Good	Good	Good	Good
Português	Good	Good	Good	Good

### **Interest**

Reading, writing, playing guitar and singing, sport (basket ball, soccer player and volley ball)

### **References:**

- Mr. Jose Marcelino Cabral Belo, MSS-UNDP Dialogue Project Manager /Chief technical Adviser, mobile : 670-7361926
- Mr. Amandio Amaral Freitas, General Coordinator/National Director for Social Assistance, mobile : +670-7273935
- Ms. Louise Cook-Tonkin, Capacity Dev't Mentor for Dialogue Team, mobile : +670-7441806
- Ms. Ligia Maia do Rosario, NRC Finance Officer, mobile : +670 7290586