

Ministerial Statute No. 1/2008

of 15 May

Organisational Structure of the Office of the Education Inspector-General

The Organic Law of the Ministry of Education, as approved by Decree-Law No. 2/2008, of 16 January, provides for the Office of the Education Inspector-General as a direct state administration service, with the objective of assisting, controlling and supervising the educational system in its various areas.

Pursuant to article 24(1) of the above-mentioned legislative act, it is incumbent upon the Minister of Education to approve by a ministerial statute the regulatory procedures for the organisational and operating structure of the Office of the Education Inspector-General.

Thus, in order to pursue its objectives in an efficient fashion, this organic law establishes, within the Office of the Education Inspector-General, a structure which is indispensable to the smooth running of the service.

The Government, through the Minister of Education, orders, under article 24(1) of Decree-Law No. 2/2008, of 16 January, in conjunction with article 24 of Decree-Law No. 7/2007, of 5 September, the publication of the following statute:

Article 1 Nature and responsibilities

The Office of the Education Inspector-General, hereinafter referred to as IGE for short, is the main service of the Ministry of Education, with technical and administrative autonomy, and competences in the areas of administrative, technical and pedagogical assistance to, and control and supervision of, the educational system.

Article 2 Scope of activity

IGE exercises its functions in respect of pre-school, primary and secondary education establishments, of establishments of the private and cooperative network, of in-service and ongoing teacher training institutes, as well as of services and bodies, both central and regional, of the Ministry of Education, referred to as ME for short.

Article 3 Responsibilities

It is incumbent upon IGE:

- a) To assess and monitor the administrative, financial and property management of the establishments and services that comprise the educational system;
- b) To assess and monitor, with regard to technical and pedagogical aspects, establishments, services and activities at the different levels of education and training (public, private and cooperative);
- c) To propose or take part in the preparation of measures aimed at improving and enhancing the operations of the educational system;
- d) To initiate and conduct disciplinary proceedings in connection with any staff or agent of the educational system pursuant to the applicable law;
- e) To undertake inspections, investigations, inquiries and audits of a pedagogical, administrative and/or financial nature in respect of schools, branches and other ME services, without prejudice to the existence of competences specific to other inspective services;
- f) To receive, follow up and respond to claims and complaints made by citizens;
- g) To verify and ensure compliance with legal provisions and directives as defined at a higher level;
- h) To issue opinions on matters of a technical and pedagogical nature as may be referred thereto by the Minister of Education;
- i) To take part in ongoing training of staff holding managerial positions, teachers and support staff of educational and learning establishments;
- j) To perform any other functions as may either be assigned thereto at a higher level or arise from applicable norms.

Article 4
Main organisational structure

1. IGE is comprised of the Education Inspector-General, the Education Subinspector-General, and the following Inspection Desks:
 - a) Administrative and Financial Desk;
 - b) Technical and Pedagogical Desk.
2. The competences conferred upon each Inspection Desk may be delegated to sections, within the direct purview of the Education Inspector-General, where the volume of work or its complexity so justifies, and the creation thereof is regulated by a Ministerial Statute, on the proposal of the Education Inspector-General.

Article 5
Leadership and managerial positions

1. IGE is headed by an Inspector-General, appointed by the Minister of Education and directly answerable to the latter, preferably from amongst people with recognised merit and experience in law, educational sciences, administration and finance or relevant qualifications in related areas.
2. The Education Inspector-General oversees the National Education Inspectors and Regional Education Inspectors.
3. The Education Inspector-General holds a rank equivalent to that of Permanent Secretary, for remuneration purposes.
4. In the exercise of his or her functions, the Education Inspector-General is assisted by the Education Subinspector-General, who replaces the former in his or her absences or in case of impediment.
5. The Education Subinspector-General holds a rank equivalent to that of National Director, for remuneration purposes.
6. Each Inspection Desk is headed by a National Education Inspector, who is answerable to the Education Inspector-General and holds a rank equivalent to that of National Director, for all legal purposes.
7. The positions of Education Inspector-General, Education Subinspector-General, and National Education Inspector are filled through appointment, preferably from amongst staff from careers of the general regime, pursuant to Decree-Law No. 19/2006, of 15 November, from its article 23 onwards.

8. Functional managerial positions may be established on the proposal of the Education Inspector-General for the coordination of tasks, under article 22 of Decree-Law referred to in the previous paragraph, provided that there is the coordination of at least 10 staff members, or the complexity of the coordination of such staff members is duly proven.

Article 6
Competences of the Education Inspector-General

1. It is incumbent upon the IGE Inspector-General:
 - a) To direct and coordinate the IGE services, through its Inspection Desks and coordination of the work thereof with the Offices of the Regional Inspectors;
 - b) To represent IGE at other Offices of Inspectors-General and other services and public entities, both national and international, in the area of educational inspection, namely in international organisations to which Timor-Leste is a party, as is the case of the Community of the Portuguese-Speaking Countries;
 - c) To submit, by 30 September, IGE's Annual Work Plan and Inspective Plan, for the following year, to the Minister of Education, in line with the inspective policy as previously determined by the Ministry, where applicable, in the education sector;
 - d) To submit to ME the draft budget for the following financial year;
 - e) To submit on a quarterly basis IGE's periodic activity report to the Minister of Education;
 - f) To submit, by 15 January, the Annual Activity Report to the Minister;
 - g) To propose to the Minister of Education the appointment of National Education Inspectors and District Inspection Superintendents ;
 - h) To propose to the Minister of Education the establishment of sections, in coordination with the respective National Inspector, where the volume of work in the Inspection Desk or its complexity so justifies;
 - i) To propose to the Minister of Education the appointment of functional managerial positions, provided that there is the

- coordination of at least 10 staff members or the complexity of the coordination of such staff members is duly proven;
- j) To assign tasks to staff posted to IGE and to such task forces as may be established;
 - k) To propose to the Minister of Education plans and programmes appropriate for capacity building and professional development of IGE staff members;
 - l) To perform any other functions as may be conferred thereupon by law or delegated thereto.
2. In case of absence or impediment of the Inspector-General and where his or her legal substitute is also absent, he or she is substituted by one of the National Inspectors appointed to that effect.

Article 7
Administrative and Financial Inspection Desk

1. The Administrative and Financial Inspection Desk is the service responsible for assessing and monitoring the administrative, financial and property management of the establishments and services which comprise the educational system. It is also responsible for ensuring IGE's general administration.
2. It is incumbent upon the Administrative and Financial Inspection Desk, namely:
 - a) To assess and monitor the administrative, financial and property management of the establishments and services which comprise the educational system;
 - b) To undertake inspections, investigations, inquiries and audits of an administrative and financial nature in respect of schools, branches and other services of the Ministry, without prejudice to the exercise of competences specific to other inspective services;
 - c) To issue opinions and provide information on administrative, financial and property issues as may be referred by the Minister of Education to IGE, or as may be referred thereto to by the Education Inspector-General;
 - d) To collaborate with public entities, both national and international, in the respective inspective area;

- e) To organise secretarial paperwork by ensuring the receipt, registration and classification thereof;
- f) To develop financial, logistical and human resources management programmes;
- g) To prepare the draft budget;
- h) To follow up the execution of the budget allocated to IGE and propose the required changes thereto;
- i) To manage the financial resources and means at IGE's disposal;
- j) To establish and ensure the administrative procedures for IGE's funding and logistical processes;
- k) To collect, organise and keep information related to human resources updated;
- l) To supervise administrative activities related to staff posted to the IGE and record their presence at work and seniority;
- m) To organise and initiate proceedings regarding the professional status of the personnel and ensure the administrative proceedings in respect of IGE's personnel, in coordination with the National Directorate for Administration and Finance, Logistics and Procurement;
- n) To watch over the preparation and application of regulations related to human resources management and administration in the various IGE services;
- o) To ensure the electronic filing of documentation produced by IGE;
- p) To ensure the distribution of resources and equipment within IGE;
- q) To keep an updated cadastre and inventory of movable property held by IGE;
- r) To prepare, in collaboration with the other services, IGE's various plans, as well as their respective reports;
- s) To plan and propose training plans destined for IGE personnel;
- t) To perform such other functions as may be assigned thereto by law or delegated by the Education Inspector-General.

Article 8
Technical and Pedagogical Inspection Desk

1. The Technical and Pedagogical Inspection Desk is the service responsible for assessing and monitoring, in the technical and pedagogical areas, establishments, services and activities at the different levels of education, teaching and training (public, private and cooperative).
2. It is incumbent upon the Technical and Pedagogical Inspection Desk, namely:
 - a) To assess and monitor, in the technical and pedagogical areas, establishments, services and activities at the different levels of education, teaching and vocational training (public, private and cooperative);
 - b) To undertake inspections, investigations, inquiries and audits of a pedagogical nature in respect of educational, teaching and training establishments, as well as pre-school, primary, secondary and higher education establishments in the public, private and cooperative sectors;
 - c) To issue opinions on matters of a technical and pedagogical nature as may be submitted by the Minister of Education to IGE, or submitted thereto by the Education Inspector-General;
 - d) To verify and ensure compliance with legal provisions and directives defined at a higher level on matters of a technical and pedagogical nature;
 - e) To propose to the inspected services, educators, teachers and trainers, and, in general, to all stakeholders in the teaching-learning process, the adoption of procedures in accordance with the laws and directives defined at a higher level, from a preventive and corrective perspective;
 - f) To support the work carried out by Regional Directorates in the technical and pedagogical area;
 - g) To prepare, in collaboration with the Administrative and Financial Desk, IGE's various plans, as well as the respective reports;

- h) To plan management programmes and prepare the draft budget, in coordination with the Administrative and Financial Inspection Desk;
- i) To suggest to the Education Inspector-General that a proposal be submitted to the competent authorities with respect to ongoing training, and training of staff holding managerial positions, teachers, and support staff of educational and teaching institutions as and when vocational training requirements are detected in the performance of its inspective functions;
- j) To take part in the ongoing training referred to in the previous subparagraph;
- k) To perform any other functions as may be either assigned or delegated thereto by law or the Education Inspector-General.

Article 9
Offices of Regional Education Inspectors

1. IGE Offices of Regional Education Inspectors are decentralised services, hierarchically dependant on the Inspector-General, which exercise IGE's specific competences at the regional level.
2. IGE has 5 (five) Offices of Regional Inspectors whose scope of activity and headquarters are the same as the Regional Directorates for Education.
3. The Offices of Regional Inspectors are headed by Regional Education Inspectors, who hold a rank equivalent to that of National Directors, for all legal purposes.

Article 10
Responsibilities of the Offices of Regional Inspectors

It is incumbent upon the Offices of Regional Inspectors, within their respective territorial jurisdiction:

- a) To ensure the performance of the inspective activities as determined;
- b) To initiate inquiries, investigations and disciplinary proceedings as determined at a higher level;
- c) To take part in the organisation and preparation of technical tools in support of the inspective activity;

- d) To provide assistance to school inspectors in the exercise of their inspective functions;
- e) To work closely with the Regional Directorate for Education.

Article 11
Structure of the Offices of Regional Inspectors

1. In addition to Regional Inspectors, the Offices of Regional Inspectors are comprised of District Inspective Groups, whose activity is ensured by District Inspection Superintendents.
2. Each District Inspective Group is headed by a District Inspection Superintendent who is answerable to the Regional Inspector, and holds a rank equivalent to that of Head of Department, for all legal purposes.
3. Exception is made in the previous paragraph to the Inspective Group of the Oe-cusse Region, which is headed by the Regional Inspector.
4. The activity of the Inspective Groups includes functions that, pursuant to the law, fall under the responsibility of school inspectors.
5. The positions of Regional Inspector and District Inspection Superintendent are filled through appointment, preferably from amongst staff from careers of the general regime, pursuant to Decree-Law No. 19/2006, of 15 November, from its article 23 onwards.

Article 12
Staffing Table

The staffing table is approved by a ministerial statute of the Minister of Education and the Ministers responsible for Finance, and State Administration, in accordance with article 24(2) of Decree-Law No. 2/2008, of 16 January.

Article 13
Table of Managerial and Leadership Positions

The managerial and leadership positions are set out in the schedule attached to this ministerial statute, which is an integral part hereof.

Article 14
Assignment of staff

The assignment of staff required for IGE's operations shall be effected by an internal order, pending the approval of the educational inspection career, as well as the staffing table contemplated in article 12 of this ministerial statute.

Article 15
Entry into force

This ministerial statute comes into force on the day following the date of its publication.

Approved by the Minister of Education on 8 May 2008.

The Minister of Education

João Câncio Freitas, Ph. D.

ANNEX
(Schedule referred to in article 13)

Designations of the managerial and leadership positions	Number of positions	Salary Scale
Education Inspector-General	1	7
Education Subinspector-General	1	6
National Education Inspector	2	6
Regional Education Inspector	5	6
District Inspection Superintendent	12	5

