



GENERAL SECRETARIAT HUMAN RESOURCES REGULATION 2024



WWW.FFTL.TL

PROPOSAL
No. 001/SG-PR/FFTL/III/2024

FFTL GENERAL SECRETARIAT HUMAN RESOURCES REGULATION

PREAMBLE

The Football Federation of Timor-Leste (FFTL) is considered a private organization of an associative nature, in accordance with the legislation of the Democratic Republic of Timor-Leste (RDTL) and registered in Dili that is formed for an unlimited period, or be indeterminate under the terms of paragraph 1 of article 1 of its own Statute.

Regarding the organizational nature of the FFTL, the General Secretariat of the FFTL is the Administrative Body of the FFTL in accordance with paragraph 3 of article 23 of the FFTL Statute, which is responsible for the operation and administration and carries out the work of the FFTL under the direction of the Secretariat. -General. Its members are bound by the internal organizational regulations of the FFTL and must carry out the assigned tasks in the best possible way under the direction of the General Secretary. Regarding its proper functioning, the General Secretariat must have its own staff.

Thus, Based on one of the objectives of the FFTL to respect and prevent any infringement of the statutes, regulations, guidelines and decisions of FIFA, AFC, AFF and FFTL, as well as the laws of the game, ensuring that these are also respected by its members under the terms of number 5 of article 2 of the FFTL Statute,

Given the need to ensure the effective functioning of the FFTL administrative bodies in order to achieve the objectives described in these Statutes;

The FFTL Executive Committee, in accordance with paragraph k) of article 39 of the FFTL Statute, **approves**, to be valid as Internal Regulations, the following:

CHAPTER I
GENERAL PROVISIONS

Article 1
(Basis of the Regulation)

This proposal is in compliance with number 3 of article 23 and paragraph j) of number 3 of article 45 of the FFTL Statute.

Article 2
(Object and scope of application)

1. This Regulation establishes the general standards and rules for recruitment, careers and professional progression of employees working at the General Secretariat of the FFTL, as well as the conditions for **performance and work discipline**.

2. This Regulation is applicable to employees who perform functions of the General Secretariat of the FFTL, through an individual employment contract, service provision or appointment.
3. The provisions of this regulation apply to all services of the FFTL General Secretariat.

Article 3 (Legal regime)

1. The legal regime for **recruitment, careers and professional progression** of employees of the FFTL General Secretariat is set out in this regulation, as well as other complementary rules issued by the competent authority under the terms of the FFTL Statute.
2. In the case of gaps, the rules of **common law** may be applied in the interpretation or execution of the employment relationship, as long as they do not contradict to the rules mentioned in the previous number.

Article 4 (Concepts)

For the purposes of this Regulation, this means:

- a) “**Access**”, opportunity of the transition from one career to another;
- b) “**Professional career**”, the succession of levels through which people or employee are inserted into the General Secretariat of the FFTL, in the fullness of their skills, and which also corresponds to a salary progression within each professional category;
- c) “**Director and chief**”, the set of responsibilities, assigned in the appointment of General Secretary about who will head a Division and Department in the General Secretariat of the FFTL;
- d) “**Professional category**”, the qualification that defines the socio-professional and remuneration status of employees and agents, in correspondence with the assigned functions and which define the object of work provision. In the FFTL General Secretariat there are the following categories: Specialized Technician (TE), Professional Technician (TP), Technical Assistant (AT), Support Service (SA);
- e) “**Evolution criteria**”, the minimum set of established requirements to be met by incumbents to change their role to another professional category;
- f) “Criteria for entry into the functional category”, the minimum set of requirements for access to the professional category;
- g) “**Appointment criteria**”, the set of requirements that underlie the appointment by the Secretary General of the FFTL;
- h) “**Progression criteria**”, the minimum set of established requirements to be met by holders of a given function, to move to a higher progression level, without changing the functional content or increasing responsibility, depending exclusively on the results of the performance assessment ;
- i) “**Professional evolution**”, access to a new professional category, with changes in functional content and increased responsibility;

- j) “**Function**”, the set of tasks of identical nature and level of qualification, which define the object of the work provided;
- k) “**Employee**”, the personnel who perform functions or professional activities at the FFTL General Secretariat within the scope of the application of this regulation;
- l) “**Admission**”, admission to the General Secretariat of the FFTL;
- m) “**Qualification Level**”, the set of skills, knowledge, skills and qualifications of an equivalent level, required to belong to a specific functional category;
- n) “**Progression Level**”, the change to the next higher level in a career, which includes a set of functions with similar standards of complexity and responsibility, which corresponds to a certain salary, integrated in the respective salary table;
- o) “**Promotion**”, transition to the next higher career within the same category;
- p) “**Recruitment**”, the set of procedures aimed at hiring the human resources necessary to fully fulfill the legal duties of the FFTL General Secretariat;

Article 5
(Personnel map and Organization Chart)

1. The **personnel** of the General Secretariat of the FFTL is set out in **Annex II** of this regulation, which forms an integral part thereof.
2. The **basic salary** of the FFTL General Secretariat employees is set out in **Annex III** of this regulation, which forms an integral part thereof.
3. The **allowance for the position** of director and chief is set out in **Annex IV** of this regulation, which forms an integral part thereof.
4. The **organization chart** of the General Secretariat of the FFTL is included in **Annex V** to this regulation and forms an integral part of it.

CHAPTER II
ESTABLISHMENT OF THE LEGAL WORKING RELATIONSHIP

Article 6
(Work relationship)

1. The employment relationship at the FFTL General Secretariat is constituted through **hiring and appointment**.
2. The contracting referred to in the previous number is done through a fixed-term or service provision contract.
3. The appointment is understood as a formal act of assigning a position to the employee of the General Secretariat of the FFTL, carried out by the Secretary General of the FFTL.

Article 7.
(Principles)

1. The management of the FFTL Secretary General's staff is based on a **results-oriented model**, consequently adopting mechanisms for making resources

- more flexible to the transversalities of the projects developed within its scope, and promoting professional development and development according to the special requirements of your mission.
2. Hiring must be carried out through a public competition, except for the special conditions provided for in this regulation.
 3. The recruitment and selection process of agents and employees must:
 - a) Anticipate the prior definition of the competency profile of each service within the Secretary General of the FFTL and the number of vacancies to be filled, through a decision by the Secretary General with the approval of the Executive Committee;
 - b) Give qualitative preference to internal recruitment, with professional training provided, if necessary;
 - c) Recruit in accordance with the contracting method and comply with the requirements essential to the normal performance of the role to be filled;
 - d) Be based on the principles of transparency, merit and equality, in accordance with the terms enshrined in the Constitution of the Democratic Republic of Timor-Leste and other applicable legislation;
 - e) Allow current employees and agents of the General Secretariat of the FFTL to compete in public competitions on equal terms with external candidates.

Article 8 (Purpose)

The selection and recruitment of staff at the General Secretariat of the FFTL comply with the rules contained in these Regulations, with a view to achieving the following objectives:

- a) Correct adequacy of personnel to fulfill the mission, duties and competencies of the FFTL General Secretariat.
- b) Fulfillment of the various functions by candidates who meet the requirements considered appropriate or their effective performance.

SECTION I RECRUITMENT AND SELECTION

Article 9 (Recruitment and Selection Methods)

1. The following are selection methods for recruiting staff to the General Secretariat of the FFTL:
 - a) Curriculum vitae evaluation;
 - b) written test of relevant knowledge areas; It is
 - c) Interview of candidates.
2. Without prejudice to the provisions of the previous paragraph of this article, if necessary, the Human Resources service is responsible for establishing and establishing the medical selection examination, as well as other relevant documents.
3. The methods referred to in the previous paragraphs can be used alone or in conjunction with each other.

4. Without prejudice to the provisions of paragraph 1 of this article, in exceptional cases, other methods of a specific technical nature may also be established.

Article 10
(Admission Requirements)

General admission requirements are as follows:

- a) Timorese Nationality;
- b) Age not less than 17 years old;
- c) Educational qualifications and professional experience appropriate to the functions of the professional category to be integrated into the job to be occupied, depending on the functional content of the categories of technical personnel under the terms of this regulation;
- d) Have the Criminal Record Certificate, the Academic Qualification Certificate and other legally required supporting documents;

Article 11
(Composition of the procedural jury)

1. The procedural jury is composed of a chairman, four effective members and two substitutes, appointed by order of the Secretary General.
2. Jury members must have knowledge and experience in the professional and technical aspects of the role in accordance with the needs of the FFTL General Secretariat and can collaborate with relevant entities.
3. The collaboration referred to in the provisions of the previous paragraph as required by the FFTL General Secretariat and with **prior authorization from the FFTL President**.
4. In case of absence or impediment of the chairman of the jury, there will be a replacement by the first effective member, and in the case of absence or impediment of effective members, they will be replaced by the substitute members.

Article 12
(Competence of the procedural jury)

It is up to the jury:

- a) Ensure that all recruitment and selection procedure operations are carried out;
- b) Verify the admission requirements, professional references, employment history, academic qualifications or professional accreditations and professional experiences of candidates through CV assessment;
- c) Prepare questions of a theoretical and practical nature according to the candidates' academic qualifications in order to prove and evaluate the candidates' knowledge through a written and oral exam;
- d) Prepare and publish the list of admitted and inadmissible candidates, notify and invite admitted candidates for the interview;
- e) Prepare questionnaire models to interview candidates, focusing on specific technical questions related to the skills requirements, stipulated in the Terms of Reference;

- f) Submit the final result of the recruitment and selection to the Commission for the Recruitment of Contractors for its approval in accordance with the applicable applicable decision and to the Secretary General of the FFTL for the purpose of its approval and publication of the final result.

SECTION II CONTRACT

Article 13 (General Guidelines)

1. Employees of the FFTL General Secretariat are hired through an individual employment contract or service provision contract under the terms of terms of Private Labor Law.
2. The General Secretariat of the FFTL may resort to contracting for service provision when it intends to temporarily fulfill services characterized by special requirements of complexity, specialization, size, plurivalence and trust that are not contemplated in the legal procurement regime.

Article 14 (Contract Types)

The hiring of employees and agents comprises the following modalities:

- a) Individual employment contract, when the General Secretariat of the FFTL uses agents without any employment relationship;
- b) Provision of service, when the General Secretariat of the FFTL resorts to the acquisition of any specific services in accordance with the conditions in paragraph 2 of article 13 of these Regulations.

Article 15 (Contract Duration)

1. The duration of the contract is one year and may be renewed as long as the need continues, as per the justification given by the Secretary General of the FFTL.
2. After renewal for the second time, the contract can be converted to an employment contract for an indefinite period, under labor law, as long as there is no notification from the General Secretary of the FFTL.

SECTION III INDIVIDUAL EMPLOYMENT CONTRACT

Article 16 (Recruitment and selection steps)

It is up to the human resources services to decide whether to open the competition procedure, subject to legal constraints. The decision to open the tender procedure must include, in particular:

- a) Vacancy Announcement;
- b) Reception of application;

- c) Curriculum selection;
- d) Interview;
- e) Verification of professional references;
- f) Notification of the selected candidate and submission of the Criminal Record Certificate and Academic Qualification Certificate;
- g) Negotiation and signing of the contract.

Article 17

(Elements of the individual employment contract)

The employment contract consists of a written document signed by both parties, in duplicate, one copy for the FFTL General Secretariat and the other for the agent, containing in particular the following elements:

- a) The contracting parties;
- b) The object of the contract;
- c) The duration of the contract, with reference to the start and end date of the contract;
- d) Conditions for renewal;
- e) Description of the activities to be carried out by the contractor;
- f) The location and working hours regime;
- g) The hierarchical superior and the main counterparty;
- h) Obligation to submit reports;
- i) Remuneration;
- j) The causes of termination by either party;
- k) The election of the Dili Municipal Court as the competent forum for resolving disputes;
- l) Date of conclusion of the contract and signature of the parties.

Article 18

(Trial period of work)

1. The trial period corresponds to the initial period of execution of the employment contract, during which the parties assess their interest in maintaining it.
2. The duration, counting and the regime applicable to terminating the contract during the trial period are governed by the provisions set out in the labor law.

SECTION IV PROVISION OF SERVICE CONTRACT

Article

19

(Recruitment and Selection Steps)

The procurement services, upon decision of the Secretary General, with prior authorization from the Executive Committee, are responsible for deciding to open the tender procedure, subject to legal constraints. The decision to open the tender procedure must include, in particular:

- a) Opening and publication;
- b) Prior conference;
- c) Reception of proposals;

- d) Public act of opening the proposal envelopes by the commission in charge;
- e) Exclusion or admission of competitors, by the jury;
- f) Evaluation, choice and classification of competitors by the jury;
- g) Publication of the intention to award the contract;
- h) Deadline for complaints from competitors;
- i) Signing of the contract by General Secretary;

CHAPTER III EXCEPTIONAL PROCEDURE

Article 20 (Exceptional Procedure)

1. The General Secretary of FFTL may, without resorting to a public tender, hire natural and legal persons for the special service of FFTL President's Office, with the category of junior specialized technical employee, provided that:
 - a) The hiring aims to ensure the service of the FFTL President's Office;
 - b) The need for hiring is essential, hiring cannot exceed two (2) peoples;
 - c) This person has a bachelor's degree and specializes in the relevant field with no less than 3 years' experience in the relevant field;
2. The exceptional procedure is carried out by order of the President of the FFTL, confirming the Executive Committee.

CHAPTER IV PROFESSIONAL CAREER CATEGORIES AND PROGRESSION LEVELS

SECTION I PROFESSIONAL CATEGORIES

Article 21 (General Precepts)

The category is made up of a set of career levels and each career level comprises a set of progression levels within the same career.

Article 22 (Career)

1. The employee's careers are distributed across the following types:
 - a) Specialized Technical Employee;
 - b) Professional Technical Employee;
 - c) Technical Assistant Employee;
 - d) Support Service Employee.
2. Employees of the FFTL General Secretariat are integrated into their respective careers according to the role they perform and their qualifications.
3. The creation of new functions depends on an express decision by the Secretary General that identifies the respective functional content and determines which career path the created function is part of.

4. The professional development of each employee or agent is governed by the principles of promoting merit and productivity.

Article 23
(Progression Levels)

1. The Technical-Specialized employee's career comprises the following progressions:
 - a) Initial Technical-Specialized;
 - b) Junior Technical-Specialized;
 - c) Senior Technical-Specialized;
 - d) Main Technical-Specialized;
2. The Technical-Professional employee's career comprises the following progressions:
 - a) Initial Technical-Professional;
 - b) Junior Technical-Professional;
 - c) Senior Technical-Professional;
 - d) Main Technical-Professional.
3. The Technical Assistant employee's career comprises the following progressions:
 - a) Initial Technical Assistant;
 - b) Junior Technical Assistant;
 - c) Senior Technical Assistant.
4. The Support Service employee's career comprises the following progressions:
 - a) Initial Support Service;
 - b) Junior Support Service;
 - c) Senior Support Service.

Article 24
(Skills of Professional Categories)

The necessary skills for each of the categories, careers and progression at FFTL General Secretariate, are defined in ANNEX I to this Regulation, which forms an integral part of it.

SECTION II
ADMISSION AND PROGRESSION IN THE CAREER

Article 25
(General admission conditions)

1. General conditions for admission into categories, career and level are the cognitive and behavioral skills recognized by the General Secretary, academic qualifications, technical knowledge, and length of work experience.
2. Admission into categories, through career progression, is conditional on the existence of an open position.
3. The availability of positions is determined by FFTL President in accordance with institutional needs in accordance with the legal criteria required by these Regulations and FFTL Statutes.

Article 26
(Admission to higher level category)

1. The entry into a category through admission or career development must occur at the lowest career level, safeguarding the following situations:
 - a) Admission may be to a higher level taking into account the professional experience, demonstrated skills, level of responsibility and degree of specialization required;
 - b) The specific academic qualifications for entry into the envisaged professional categories may be met by specific training appropriate to the change of professional category, by demonstrated skills or by professional experience appropriate to the functions to be performed;
 - c) The possession by any employee or agent of the General Secretariat of a grade higher than that required by the function performed in the duties relating to academic qualifications, technical-professional knowledge, skills and/or time of experience does not give automatic access to integration into a category superior professional.
2. In duly justified cases, the Inspector General may authorize specific conditions and requirements.

Article 27
(Professional evolution)

1. The evolution of a professional category, framed by the principles of promoting merit and productivity, must comply with the following requirements:
 - a) Updating skills, attending specific training appropriate to changing professional category and professional experience;
 - b) Existence of an open position for the respective career level and inherent budget availability;
 - c) Full compliance with the objectives set for its performance;
 - d) Proposal written by the responsible director to the Secretary General, containing the justifying arguments for the change of professional category;
 - e) Secretary General.
2. Changes in professional category must be the subject of a proposal to be submitted for approval by the General Secretary and President of FFTL.
3. Professional development takes place through progression, promotion within the same career or access to a new career.

Article 28
(Professional career progression)

1. Progression in the professional career by moving to the respective higher level, without changing functional content and without increasing responsibility, depending on the results of the performance assessment and under the terms defined in the following points.
2. Progressions may be of three types:
 - a) Progression on a regular basis - employees or agents who, in three consecutive years, have met the requirements explained in the

- Performance Assessment regime, benefit from an increase in their professional career, within the same professional category;
- i. In order to safeguard the possibility of access to a higher level by employees or agents who did not meet the requirements to progress in the previous year, they may be eligible in the following year as long as their average grade in the assessment period is higher. a 30 and that, in the last year of the assessment, there is no score lower than 30;
 - ii. For all purposes, the evaluation period for regular progressions is considered to be 3 consecutive years.
- b) Extraordinary progression - employees and agents who, in two consecutive years, have a performance assessment score above 33 benefit from early advancement of one or more levels in the professional career, within the same professional category;
- c) Exceptional progression - employees and agents may also exceptionally progress more than one professional career level, within the same professional category, or ascend vertically to a higher level professional category, provided they have obtained:
- i. a performance evaluation score of 36 in one year;
 - ii. complementary skills required for the new salary level, whether or not implying a change in professional category.
3. In the event of a budgetary restriction that does not allow the promotion, as defined in the previous paragraphs, of all employees or agents who meet the necessary requirements, the following criteria must be adopted:
- a) Give priority to employees or agents with a higher grade;
 - b) If there are banknotes of equal value, seniority in the General Secretariat prevails;
 - c) In duly justified cases, the Secretary-General may authorize specific conditions and requirements.
4. All career progressions depend on an individual performance assessment framed by compliance with the internal regulations of the FFTL General Secretariat and the Code of Work Ethics, with no automatic progressions.

Article 29
(Promotion
)

1. Promotion corresponds to the evolution of the employee, within the same category, to the next higher carrier, with the consequence of increased responsibility, autonomy and complexity in the performance of their functions.
2. Promotion depends on the eligibility of the employee and the existence of organizational and functional needs of the FFTL General Secretariat and is not mandatory or due based on seniority.
3. The cumulative eligibility criteria for the promotion are:
 - a) In the case of the initial entry category, a minimum period of two years spent at the 2nd level of progression and obtaining an average performance assessment result of 30 in the three previous assessment periods;

- b) In the case of other categories, a minimum period of two years of stay in the category after reaching the 4th level of progression and obtaining an average performance assessment result of 30 in the three previous assessment periods;
 - c) Obtaining a minimum assessment of 24 in all skills in the three previous assessment periods;
 - d) Compliance with the respective specific training plan lasting no less than six months, with successful completion and/or certification, if applicable;
 - e) Demonstration of a degree of adequacy of the work to the skills profile of the role in the category to which it is accessed.
4. Exceptionally, employees and agents who have obtained an Exceptional Performance rating in the three previous evaluation periods in the same category, with a minimum rating of 33 in all competencies during the last two evaluation periods and no competency rated at less than 24 in the three years prior to the last two assessment periods, they are eligible for promotion to the next category.
 5. Without prejudice to an employee or agent meeting the eligibility requirements referred to in the previous paragraphs, promotion always depends on the existence of a vacancy published in accordance with paragraph a) of article 16 and a reasoned decision by the Secretary-General to which referred to in paragraph 4 of article 38.
 6. The promoted employee or agent is integrated into the progression level of the category to which he or she is promoted with the remuneration status immediately higher than that available at the time of promotion.
 7. Without prejudice to the provisions of the previous paragraphs, the Inspector General may decide that career promotion takes place once every five years, through a written and oral test.

SECTION III PROCEDURE AND DECISION

Article 30 (Career Development)

1. Within 30 days after approval by the Secretary General of the performance evaluation or, if there are complaints about the evaluation, after their decision, the service responsible for human and financial resources identifies the employees and agents eligible that year for progression and presents to the Inspector General a proposal for progressions to be made, indicating the respective budgetary impact.
2. The Secretary General adopts a decision on the proposal referred to in the previous paragraph by December 1st of that year.
3. The decision not to authorize progression can only be based on the existence of financial restrictions.
4. As a general rule, the progression will take effect from January 1st of the year following the Secretary-General's decision approving the progression, except when the Secretary-General's decision sets an earlier time for it to take effect.

Article 31
(Career Promotion)

1. Within 30 days after approval of the performance evaluation or, if there are complaints about the evaluation, after their decision has been made, the service responsible for human and financial resources identifies the employees and agents eligible for promotion and presents to the Secretary General the respective list, indicating the respective budgetary allocation.
2. By October 1st of each year, the Secretary General publishes the list of eligible employees and agents and the number of vacancies available for promotion in each category to be filled in the following year, in accordance with the needs of the FFTL General Secretariat and respective budgetary allocation, the Secretary General may decide not to open vacancies for promotion.
3. Until November 30th, eligible employees and agents may submit to the Secretary General an application for the vacancy or vacancies communicated under the terms of the previous number.
4. The Secretary General adopts a reasoned decision on the request(s) referred to in the previous paragraph, following an internal competition procedure, by 31 December.
5. As a general rule, the promotion will take effect from January 1st of the year following the decision of the Secretary General approving the promotion, except when the decision of the Secretary General sets a later time for it to take effect.
6. The year of the decision approving progression to the 2nd level, in the case of the junior category, or progression to the 4th level, in other cases, is counted for the purposes of the periods of stay for promotion established in article 36 of this Regulation.

SECTION IV
CHANGE IN PROFESSIONAL STATUS, DIVISION AND DEPARTMENT
POSITIONS

Article 32
(Situations covered)

In addition to other cases provided for in this Regulation, changes in professional status may occur due to development of a professional career, provision of services not included in the subject matter of the employment contract, change of professional category, change of place of work, performance of duties of management positions and transfers of general interest to the FFTL.

Article 33
(Functions performed)

1. The employees or agents covered by this Regulation perform, in principle, the functions corresponding to the professional category in which they are integrated.
2. The activity inherent to the professional category in which the employee or agent is integrated includes functions that are related or functionally linked, for which the employee or agent holds the appropriate professional qualification and do not imply professional devaluation.

3. For the purposes of the previous paragraph, activities included in the same professional category or those that are in a functional complementary relationship are considered related or functionally linked.
4. The General Secretariat of the FFTL must provide professional training appropriate to the exercise of the functions referred to in the previous paragraph when the exercise of these functions requires special qualifications.

Article 34
(Functional Mobility)

1. The permanent change of duties to be performed by an employee or agent from a role performed within the scope of a given career to another role within the same career depends on the agreement of the employee or agent and is effected through the decision of the Inspector General, to be taken after consultation with the directors of the Divisions of the services of the General Secretariat of the FFTL or of origin, as well as the director of the human resources area.
2. The functional mobility referred to in the previous paragraph may be proposed by managers on their own initiative or following a request from the employee or agents.
3. The Secretary-General's decision for functional mobility will depend on prior verification, within the scope of the performance evaluation system, that the official or agent in question has the specific skills to perform the activities included in the functional content of the function to be to occupy.
4. Functional mobility does not change the respective remuneration of the employee or agent in their careers, it can only result in a change in remuneration, when it is approved in conjunction with a Progression or a Promotion.
5. The change of the employee and agent to a lower career position than that for which they are hired can only take place by agreement, based on an urgent need from the General Secretariat of the FFTL or the employee or agent.
6. The assignment to a specific Division of the service of the General Secretariat of the FFTL without changing the function performed does not constitute functional mobility and may be freely determined by the Secretary General in accordance with institutional needs.
7. Exceptionally, an employee or agent from one career may be eligible to join another career, and it is up to the Secretary General to determine the category in the career into which the employee or agent in question is integrated, without loss of remuneration. A career change can only take place at the initiative and decision of the Secretary General, taking into account the needs of the General Secretariat of the FFTL and the qualifications of the employee or agent to perform the functions and depends on the acceptance of the employee or agent applying elsewhere the provisions of the previous paragraphs.

Article 35
(Director and Chief positions)

1. Director and Chief, given their specificity, are not part of the professional categories, and are appointed by the Secretary General, in an internal service commission, for a period of 4 years, renewable, in accordance with FIFA's Internal Regulations .
2. The service commission may terminate, at any time, upon prior notice, in writing, by decision of the Secretary-General, taken on his initiative or at the request of the official or agent invested in the position, without the need to give a reason, at least 30 or 60 days in advance, depending on whether the contract lasted up to two years or longer.
3. In the event that a service commission ends without prior notice, the party that intends to terminate it is obliged to compensate the other party in an amount equal to the base salary and seniority benefits corresponding to the missed notice period, without prejudice possible compensation for damages caused by failure to comply with the notice period.
4. The termination of management or management functions determines the return of the employee or agent to the functions specific to their professional category, with the time spent performing those functions being counted for the purposes of progression in their professional career.
5. Each completed service commission counts as an assessment of merit for the purposes of progression in the professional career, when this progression is dependent on counting the length of service and assessment of merit.
6. The exercise of management and leadership functions, in a service commission, is subject to a written agreement signed by both parties and containing the following indications:
 - a) Identification, domicile or headquarters of the grantors and signatures;
 - b) Director and Chief position to be held with express mention of the service commission regime;
 - c) Professional category of the employee or agent or, if the latter is not linked to the General Secretariat of the FFTL, the professional category in which, by agreement between the parties, it is expected to remain in the General Secretariat of the FFTL after the termination of the commission.

Article 36
(Performing duties in director and chief positions)

1. When filling **director and chief** positions, the Secretary General must give preference to employees or agents who meet, among others, the following requirements:
 - a) Have the appropriate cognitive and behavioral skills to perform management positions;
 - b) They have, in addition, the reference academic knowledge required to perform the management positions for which they are appointed;
 - c) They have, in addition, the technical and professional knowledge required to perform the management positions for which they are appointed;

- d) They have, in addition, the amount of experience required to perform management positions;
 - e) Are able to exercise the responsibilities inherent to the performance of management positions.
2. In situations deemed necessary or convenient, appointment may occur through an internal or external competition, consisting of:
 - a) Curriculum analysis; and/or
 - b) Knowledge tests; and/or
 - c) Interviews.
 3. The exercise of functions in director and chief positions does not prejudice the possibility of the employee or agent in question to continue to progress in their technical career.
 4. director and chief positions confer the inherent complementary rights and benefits, only during the period of time in which they are held by the employee

SECTION V THE GENERAL SECRETARY OF THE FFTL

Article 37 (Secretary General of the FFTL)

1. The Secretary General is appointed by the FFTL Executive Committee from among the senior or **main Technical-Specialized and has 3 international trainings in the area of institutional management, under the proposal of the President of the FFTL;**
2. In the absence of a category and career in the respective category, the President of the FFTL may, in consideration of the highest category and career and performance assessment of better value, propose staff from another category and career;

SECTION VI QUALIFICATION LEVELS

Article 38 (Qualification levels and professional categories)

The professional categories of employees or agents of the General Secretariat of the FFTL are integrated into qualification levels, set out in Table II of Annex I of this Regulation, which forms an integral part of it.

Article 39 (General conditions for entry into qualification levels and professional categories)

1. The general entry conditions, at qualification levels and professional categories, are as follows:
 - a) Entry is made at the lowest level of progression;
 - b) Admission depends on the existence of the required academic, professional qualifications or professional experience;

- c) Entry into higher-level professional categories depends on the academic qualifications, professional experience, level of responsibility and degree of specialization required;
- d) The subsequent acquisition of an academic title does not, in itself, confer the right to enter higher education and, for this purpose, the connection between the degree obtained and the function in question must be assessed.

SECTION VII CAREERS ENTRY REQUIREMENTS

Article 40

(Professional category of Technical-Specialized employee)

1. General access requirements for the following categories are:
 - a) Initial Technical-Specialized employee:
 - i. A level of education corresponding to the first complete cycle of university studies, proven by a diploma in relevant areas;
 - ii. Specialization course (*non-degree*) in relevant areas;
 - iii. 5 certificates of the formation (*speaker or participant in the relevant areas*);
 - iv. Recent graduates in specialized areas, without professional experience.
 - b) Junior Technical-Specialized employee:
 - i. A level of education corresponding to the first complete cycle of university studies and specialization course, proven by a diploma in relevant field;
 - ii. Master's degree in relevant area;
 - iii. 6 certificates of the formation (*speaker or participant in the relevant areas*);
 - iv. Relevant professional experience of at least 3 years of Technical-Specialized category.
 - c) Senior Technical-Specialized employee:
 - i. A level of education corresponding to the first complete cycle of university studies and specialization course, proven by a diploma in relevant areas;
 - ii. Master in relevant area;
 - iii. 7 certificates of the formation (*speaker or participant in the relevant areas*);
 - iv. Relevant professional experience of at least 5 years Technical-Specialized category.
 - d) Main Technical-Specialized employee:
 - i. A level corresponding to the first complete cycle of university studies, proven by a diploma in relevant areas;
 - ii. PhD in relevant area;
 - iii. 8 certificates of the formation (*speaker or participant in the relevant areas*);

- iv. Relevant professional experience of at least 6 years at least 5 years Technical-Specialized category.
2. In the cases of subparagraphs a) and b) of the provisions of the previous paragraph, integration into the category may take place independently of holding specialization studies whenever proven experience and additional professional training are considered suitable for carrying out the functions.
3. In the cases of paragraphs a) and b) of the provisions of number 1 of this article, integration into the category may take place regardless of the minimum period of professional experience indicated whenever the professional path and profile of the employee or agent demonstrate suitability for the exercise of functions.

Article 41

(Professional category of Technical-Professional Employee)

1. General access requirements for the following categories are:
 - a) Initial Technical-Professional employee:
 - i. A level of education corresponding to the first complete cycle of university studies in an area suitable for carrying out the duties;
 - ii. Recent graduates in relevant technical areas, without professional experience;
 - iii. **1 certificate** of informal formation of relevant field;
 - b) Junior Technical-Professional employee:
 - i. **A level of education corresponding to the first complete cycle of university studies in an area suitable for carrying out the duties;**
 - ii. **Specialization in relevant area;**
 - iii. **2 certificates** of informal formation of relevant field;
 - iv. **Relevant professional experience of at least 3 years of Technical-Professional category.**
 - c) Senior Technical-Professional employee:
 - i. A level of education corresponding to the first complete cycle of university studies in an area suitable for carrying out the duties;
 - ii. Specialization in relevant area;
 - iii. **3 certificates** of informal formation of relevant field;
 - iv. Relevant professional experience of at least 5 years of **Technical-Professional category.**
 - d) Main Technical-Professional employee:
 - i. A level of education corresponding to the first complete cycle of university studies in an area suitable for carrying out the duties;
 - ii. Specialization in relevant area;
 - iii. **4 certificates** of informal formation of relevant field;
 - iv. Relevant professional experience of at least 7 years **Technical-Professional category.**
2. In the cases of subparagraphs c) and d) of the previous paragraph, integration into the category may take place regardless of postgraduate studies whenever

additional professional experience and training is considered appropriate for the performance of the functions.

3. In the cases of subparagraphs c) and d) of provision number 1 of this article, integration into the category may take place regardless of the minimum period of professional experience indicated whenever the professional path and profile of the employee or agent demonstrate suitability for carrying out the duties functions.

Article 42

(Professional category of Technical Assistant)

1. General access requirements for the following categories are:
 - a) Initial Technical Assistant:
 - i. Completion of secondary education or equivalent;
 - ii. Non-degree training in the relevant field;
 - iii. No professional experience.
 - b) Junior Technical Assistant:
 - i. Bachelor's degree in relevant field;
 - ii. Relevant professional experience of at least 3 years of initial Technical Assistant.
 - c) Senior Technical Assistant:
 - i. A level of education corresponding to the first complete cycle of university studies in an area suitable for carrying out the duties;
 - ii. Relevant professional experience of at least 5 years of Junior Technical Assistant.
2. In the case of subparagraph c) of the provisions of the previous paragraph, integration into the category may take place regardless of the required studies provided that experience and additional professional training are considered appropriate for the performance of the functions.
3. In the case of paragraph c) of the provisions of number 1 of this article, integration into the category may take place regardless of the minimum period of professional experience indicated whenever the professional path and profile of the employee or agent demonstrate suitability for carrying out the functions .

Article 43

(Support Service professional category)

1. General access requirements for the following categories are:
 - a) Initial Support Service employee:
 - i. Practical skills relevant to the area in which you operate;
 - ii. Relevant professional experience of at least 1 year.
 - b) Junior Support Service employee:
 - i. Practical skills relevant to the area in which you operate;
 - ii. Certified training in the relevant area;
 - iii. Relevant professional experience of at least 3 years.
 - c) Senior Support Service employee:
 - i. Practical skills relevant to the area in which you operate;
 - ii. Certified training in the relevant area;

- iii. Relevant professional experience of at least 6 years.
2. In the case of subparagraph c) of the provisions of the previous paragraph, integration into the category may take place regardless of the required studies provided that experience and additional professional training are considered appropriate for the performance of the functions.
3. In the case of paragraph c) of the provisions of number 1 of this article, integration into the category may take place regardless of the minimum period of professional experience indicated whenever the professional path and profile of the employee or agent demonstrate suitability for carrying out the functions .

CHAPTER V SALARY AND TAX SCHEME

Article 44 (Pay Table)

1. The allowance and remuneration table for director and chief, employees and agents of the General Secretariat of the FFTL are approved by the Executive Committee of the FFTL with the confirmation of Congress, and are included in **Annex III to this regulation, which forms an integral part of it.**
2. The remuneration provided for in Annex III corresponds to the amount established for their category, career level, academic qualification and professional experience of each employee and agent of the FFTL General Secretariat within the framework approved by the General Secretary.

Article 45 (Wage Tax)

Payment of monthly remuneration to an employee or agent of the FFTL General Secretariat, whether resident or non-resident, is subject to the applicable Tax Law.

CHAPTER VI SUSPENSION OF EMPLOYMENT CONTRACT

Article 46 (Remission)

The regime for suspending the employment contract is that set out in the applicable General Law.

CHAPTER VII TERMINATION OF EMPLOYMENT CONTRACT

Article 47 (Remission)

The regime for terminating the individual employment contract is that set out in the applicable General Law.

CHAPTER VIII SOCIAL PROTECTION

Article 48 (Social protection regime)

Employees or agents of the FFTL General Secretariat. are subject to the Social Security regime provided for in the General Law.

Article 49 (Work accidents, occupational diseases and death)

1. Employees and agents of the General Secretariat of the FFTL are subject to the legal regimes applicable to retirements, victims of accidents on duty or suffering from an occupational disease.
2. The General Secretariat of the FFTL is also responsible for the full payment of the remuneration of employees and agents injured or affected by occupational diseases, provided that such rights are not guaranteed by the legal regime referred to in the previous paragraph.
3. FFTL General Secretariat can guarantee, through an insurance contract, coverage of the risks referred to in the previous paragraphs.
4. The General Secretariat of the FFTL assumes civil liability in the event of the death of employees and agents of the General Secretariat of the FFTL while performing their duties in accordance with applicable law.

CHAPTER IX HYGIENE, SAFETY AND MEDICINE AT WORK

Article 50 (Hygiene and safety)

1. FFTL General Secretariat ensures the most appropriate conditions in terms of safety, hygiene and health at work, guaranteeing the necessary training, information and consultation for employees and agents in strict compliance with applicable legal standards.
2. Safety at the FFTL General Secretariat aims to prevent work accidents and occupational illnesses.
3. It is the duty of all employees and agents of the FFTL General Secretariat to participate in the safety function, avoiding or preventing the occurrence of accidents at work.

Article 51 (Medical exams)

All employees of FFTL General Secretariate are subject, under the terms of the law, to mandatory preventive medical examinations, when called for.

CHAPTER X DUTIES, RIGHTS AND GUARANTEES

Article 52 (Duties of the FFTL General secretary)

1. Without prejudice to other duties contained in applicable legal provisions, the following are, in particular, the duties of the General Secretariat of the FFTL towards its employees:
 - a) Comply with and enforce the provisions of this Regulation and other regulations approved by Congress and the Executive Committee, including all regulations in pursuit of the objective of the FFTL;
 - b) Provide and maintain good working conditions, particularly in terms of health, hygiene and safety;
 - c) Treat employees and agents with correctness and politeness and require those holding management positions to adopt equal treatment with subordinate employees and agents;
 - d) Make punctual payment of remuneration in due form;
 - e) Provide all employees and agents with the appropriate means to develop their general and technical-professional training, establishing conditions for an adequate response to training needs, taking into account budgetary availability and monitoring with special interest employees and agents who begin the exercise of a new role, providing them with all the necessary elements, information and clarifications;
 - f) Provide employees and agents with protection and legal assistance in relation to third parties, when they need it, due to acts or omissions resulting from the exercise of their respective functions;
 - g) Provide consultation of the individual file whenever the duly accredited employee or agent requests it;
 - h) Issue, at the request of employees and agents, at any time, even after the termination of the contract, work certificates stating the seniority, functions or positions performed, as well as other references relating to the professional situation;
 - i) Assign, in principle, to each employee or agent, functions compatible with their competences, in accordance with these Regulations.
2. The provisions of the previous paragraph do not apply in cases where the vehicle is not being used legitimately, the driver has acted with intent or serious negligence and, also, in the case of drunkenness or similar state.

Article 53 (Guarantees of employees)

1. The FFTL General Secretariat is prohibited from:
 - a) Oppose, in any way, the exercise of their rights by employees and agents, as well as apply sanctions to them because of this exercise;
 - b) Decrease the remuneration of the employee or agent, directly or indirectly, except in the cases provided for by law and in the Regulations approved by the Secretary-General;

- c) Apply any penalty outside of a procedure not provided for in the Secretary-General's Service Order;
- d) Transfer the employee or agent to another workplace, except in the cases provided for by law and these Regulations;
- e) Terminate the contract and reinstate the employee or agent, even with their agreement, with the purpose of harming their rights or guarantees arising from seniority.

Article 54
(Duties of employees)

1. Without prejudice to other duties provided for in the General Law and other applicable legislation, the following are, in particular, the duties of employees and agents of the General Secretariat of the FFTL:
 - a) Comply with the provisions of this Regulation, other regulations approved by the Secretary General and other applicable internal rules;
 - b) Carry out the functions entrusted to him with zeal and diligence and contribute efficiently and effectively to increasing productivity in everything within his reach;
 - c) Respect and treat with politeness and loyalty hierarchical superiors, subordinates and other employees and agents General Secretariat of the FFTL: as well as people who are or enter into a relationship with this entity;
 - d) Comply with and enforce orders relating to the execution and discipline of work, issued by hierarchical superiors;
 - e) Ensure the good condition and functioning of the facilities, materials and equipment entrusted to it;
 - f) Maintain professional secrecy regarding service matters, except when by law or superior determination they are authorized to reveal facts of which they become aware in the exercise of their functions, or when the defense of the employee or agent in disciplinary or judicial proceedings is at stake;
 - g) Attend service punctually and assiduously;
 - h) Comply with and enforce health, hygiene and safety standards;
 - i) Provide knowledge, through the hierarchical line, of deficiencies that occur and that affect the regular functioning of services;
 - j) Attend training and professional development courses assiduously and successfully and provide the General Secretariat of the FFTL, for a period to be agreed between the parties, not exceeding 5 years, with the knowledge and techniques acquired in these courses;
 - k) Grant other employees and agents the attention and respect to which they are entitled, providing them, in matters of service, with the advice and teachings they need or request.
2. When the employee or agent considers that the orders referred to in paragraph e) of the previous paragraph are contrary to their rights and guarantees, they may request written confirmation.

Article 55
(Guarantees of employees)

1. The FFTL General Secretariat is prohibited from:
 - a) Oppose, in any way, the exercise of their rights by employees and agents, as well as apply sanctions to them because of this exercise;
 - b) Decrease the remuneration of the employee or agent, directly or indirectly, except in the cases provided for by law and in the Regulations approved by the Secretary-General;
 - c) Apply any penalty outside of a procedure not provided for in the Secretary-General's Service Order;
 - d) Transfer the employee or agent to another workplace, except in the cases provided for by law and these Regulations;
 - e) Terminate the contract and reinstate the employee or agent, even with their agreement, with the purpose of harming their rights or guarantees arising from seniority.

Article 56
(Complaints or exposures)

1. Employees and agents who wish to present any complaints, statements or queries, verbally or in writing, must do so hierarchically.
2. In the case of verbal complaints or statements, the hierarchical superior may request that they be reduced to writing.
3. Complaints, statements and queries are duly assessed by whoever has the authority to do so, and a response must be submitted, the period of which must not exceed 30 working days.
4. After this period has expired and if the interested party has not received a response or is not satisfied with the response given to them, they may contact the Secretary-General in writing directly, who must respond within the same period as that referred to in number previous.

Article 57
(Commitment to environmental due diligence and sustainable development)

1. The employees and agents of the General Secretariat of the FFTL undertake to reduce energy and consumables expenditure, and must, in particular, avoid unnecessary printing, reuse paper whenever possible, use the economical printing method, use separators of garbage, and turn off lights, computers and air conditioning at the end of the work day.
2. Failure to comply with the provisions of the previous paragraph constitutes a disciplinary infraction.

Article 58
(Professional secrecy)

The heads of the bodies of the General Secretariat of the FFTL and their employees and agents are subject to the duties of diligence, reserve and secrecy regarding facts of which they become aware through the exercise of their functions and which cannot be disclosed under the terms of the law.

CHAPTER XI VIOLATIONS IN THE EXERCISE OF FUNCTION AND CODE OF ETHICS

Article 59 (Infractions in the exercise of the function)

In carrying out the functions of the General Secretariat of the FFTL, the following serious criminal and administrative offenses are committed:

- a) Employees and agents of the General Secretariat of the FFTL who are found to be committing illegal criminal acts, with sanctions being applicable under the terms of criminal law;
- b) Employees and agents of the General Secretariat of the FFTL who intentionally obtain a gift, namely money or other goods, subject to applicable law and the application of criminal law;
- c) The infractions provided for in the provisions of the previous paragraphs require dismissal with just cause or termination of the contract;
- d) Employees and agents of the General Secretariat of the FFTL who, by action or omission, contravene the norms and rules established in the Statute of the FFTL in the Regulations of the General Secretariat of the FFTL as well as in the Regime, administrative sanctions are applicable in accordance with the Decision of the Executive Committee with the proposal of the Secretary General.

Article 60 (Ethic's code)

When carrying out their public interest functions, employees and agents of the General Secretariat of the FFTL are obliged to guide their actions by the standards of conduct and ethics, contained in the FFTL Code of Ethics.

CHAPTER XII FINAL AND TRANSITIONAL PROVISIONS

Article 61 (Transitional standard)

1. The entry into force of this regulation does not annul contracts currently in force.
2. Contracts renewed after the entry into force of this regulation must comply with the standards and rules stipulated here.

Article 62 (Reference standard)

In everything that is not provided for in these Regulations, the legal provisions contained in the General Law and other applicable legislation apply.

2. Contracts renewed after the entry into force of this regulation must comply with the standards and rules stipulated here.

Article 62
(Reference standard)

In everything that is not provided for in these Regulations, the legal provisions contained in the General Law and other applicable legislation apply.

Article 63
(Interpretation)

Any doubts or omissions resulting from the interpretation and application of this regulation that cannot be resolved will be resolved by order of the Secretary General of the FFTL in accordance with the Statute.

Article 64
(Revocatory Norm)

All legal provisions contained in previous Regulations that contradict these Regulations are revoked.


Article 65
(Revision)


This regulation must be revised whenever necessary, whether due to adaptation to new legal provisions, or due to its conformity with the reality in force at the General Secretariat of the FFTL.


Article 66
(Implementation)

This regulation comes into force on after the approval by the Executive Committee.

Dili, March 13, 2014
APPROVED BY
EXECUTIVE COMMITTEE


Aprova - HENRIQUE


Aprova - ENGRACIA


Marta Belo


President of FFTL
Domingos Raul
(Chefe do Estado-Maior-
General "Falur Rate Laek")

ANNEX I
TABLE OF CATEGORIES AND CAREER

SPECIALIZED-TECHNICAL EMPLOYEE CAREER	
Initial Technical- Specialized Employee	<ul style="list-style-type: none"> a) Have technical knowledge inherent to understanding the practices and principles of specialized activity; b) Develop specific activities of a technical nature aimed at achieving concrete objectives, in accordance with guidelines defined above; c) Reveal ability to analyze and resolve problems and situations, ability to research, integrate and analyze information; d) Demonstrate the ability to develop operational autonomy, in contexts that you know, after the first two years of experience in the role.
Junior Technical- Specialized Employee	<ul style="list-style-type: none"> a) Have advanced technical knowledge of the specialized area with a broad understanding of the respective practices and principles; b) Develop specific activities with autonomy and impact on the results of the organic unit in which it is integrated; c) Reveal ability to analyze and investigate complex or new situations with presentation of solution proposals; d) Provide decision support in terms of selection and implementation of effective methodologies to achieve objectives; e) Implement programs and/or projects in accordance with the objectives defined above.
Senior Technical- Specialized Employee	<ul style="list-style-type: none"> a) Have advanced technical knowledge of the specialized area with a broad understanding of the respective practices and principles; b) Develop specific activities with autonomy and impact on the results of the organic unit in which it is integrated; c) Reveal ability to analyze and investigate complex or new situations with presentation of solution proposals; d) Provide decision support in terms of selection and implementation of effective methodologies to achieve objectives; e) Implement programs and/or projects in accordance with the objectives defined above.
Main Technical- Specialized Employee	<ul style="list-style-type: none"> a) Have a command of knowledge in a specialized area that is central to the core areas of activity of the FFTL General Secretariat. b) Develop specific activities with total autonomy and impact on the results of the core areas of the FFTL General Secretariat. c) Ability to provide support in the strategic guidelines of the FFTL General Secretariat in matters of support for the institution's nuclear activities; d) Reveal ability to analyze and investigate very complex or new situations and define solutions, oriented towards results; e) Design innovative solutions and new approaches to problems;

	<ul style="list-style-type: none"> f) Participate constructively in decisions in terms of defining action plans and selecting the necessary resources and means; g) Technically coordinate and/or manage programs and projects, in accordance with the defined objectives; h) Technically or functionally supervise other employees.
TECHNICAL-PROFESSIONAL CAREER	
Initial Technical-Professional Employee	<ul style="list-style-type: none"> a) Develop technical activities aimed at achieving concrete objectives, in accordance with defined guidelines; b) Reveal ability to analyze and resolve problems and situations; c) Reveal capacity for research, integration and analysis of information; d) Demonstrate the ability to develop operational autonomy, in a context that you know, after the first years of experience in the role.
Junior Technical-Professional Employee	<ul style="list-style-type: none"> a) Have a command of knowledge in a specialized area that is central to the core areas of activity of the FFTL General Secretariat. b) Develop specific activities with total autonomy and impact on the results of the core areas of the FFTL General Secretariat. c) Ability to provide support to the strategic guidelines of the FFTL General Secretariat on matters supporting the institution's nuclear activities; d) Reveal ability to analyze and investigate complex or new situations and define solutions, oriented towards results; e) Provide decision support in terms of selection and implementation of effective methodologies to achieve objectives; f) Implement programs and projects in accordance with the defined objectives.
Senior Technical-Professional Employee	<ul style="list-style-type: none"> a) Master the technical knowledge of a specific area, implying a deep understanding of the respective practices and principles; b) Develop specific activities with autonomy and impact on the results of the respective FFTL General Secretariat. c) Reveal ability to analyze and investigate very complex or new situations and define solutions, oriented towards results; d) Design innovative solutions and present new approaches to problems; e) Define action plans and select the necessary resources and means; f) Carry out technical coordination or management of programs and projects, in accordance with defined objectives; g) Technically or functionally supervise other employees.
	<ul style="list-style-type: none"> a) Have advanced technical knowledge in a specific area, implying a deep understanding of the respective practices and principles;

Main Technical- Professional Employee	<ul style="list-style-type: none"> b) Develop specific activities with autonomy and impact on the results of the respective area of activity and/or organic unit and the FFTL General Secretariat. c) Reveal ability to analyze and investigate very complex or new situations and define solutions, oriented towards results; d) Design innovative solutions and present new approaches to problems; e) Define action plans and select the necessary resources and means; f) Carry out technical coordination or management of programs and projects, in accordance with the defined objectives; g) Technically or functionally supervise other employees.
TECHNICAL ASSISTANT CAREER	
Initial Technical Assistant	<ul style="list-style-type: none"> a) Have knowledge of work procedures inherent to the role performed; b) Develop administrative activities aimed at achieving concrete objectives, in accordance with defined guidelines; c) Perform simple, low-complexity and repetitive tasks, in accordance with fully defined instructions and procedures; d) Know how to use simple equipment and software; e) Establish contacts of an exclusively informative nature.
Junior Technical Assistant	<ul style="list-style-type: none"> a) Have specific knowledge about the work procedures inherent to the role; b) Develop activities of an administrative nature, aimed at achieving concrete objectives, in accordance with defined guidelines; c) Carry out varied activities, of low or medium complexity, aimed at achieving the defined objectives and procedures; d) Know how to use available equipment and software to perform functions; e) Demonstrate the ability to solve simple problems; f) Establish contacts of a predominantly informative nature.
Senior Technical Assistant	<ul style="list-style-type: none"> a) Have general knowledge of work methods inherent to the role performed; b) Develop administrative activities that require analysis and interpretation of procedures; c) Develop procedures with a view to adapting and optimizing defined processes; d) Know how to use specialized equipment and software and/or specific computer applications; e) Establish contacts inherent to the function; f) Operationally or functionally supervise other employees.
SUPPORT SERVICE EMPLOYEE CAREER	

Initial Support Service Employee	<ul style="list-style-type: none"> a) Have knowledge of work procedures inherent to the role performed; b) Develop practical activities aimed at achieving concrete objectives, in accordance with defined guidelines; c) Perform simple, low-complexity and repetitive tasks, in accordance with fully defined instructions and procedures; d) Know how to use equipment linked to the function performed; e) Establish contacts of an exclusively informative nature.
Junior Support Service Employee	<ul style="list-style-type: none"> a) Have specific knowledge about the work procedures inherent to the role; b) Develop activities of a practical nature, aimed at achieving concrete objectives, in accordance with defined guidelines; c) Carry out varied activities, of low or medium complexity, aimed at achieving the defined objectives and procedures; d) Know how to use available equipment to perform functions; e) Demonstrate the ability to solve simple problems; f) Establish contacts of a predominantly informative nature.
Senior Support Service Employee	<ul style="list-style-type: none"> a) Have knowledge of work methods inherent to the role performed; b) Develop practical activities that require analysis and interpretation of procedures; c) Develop procedures with a view to adapting and optimizing defined processes; d) Know how to use specific equipment linked to the function performed; e) Establish contacts inherent to the function; f) Operationally or functionally supervise other employees.

**ANNEX II
PERSONNEL**

CAREER	CATEGORY	Vacancy number
TECHNICAL-SPECIALIZED EMPLOYEE	Initial Technical-Specialized Employee	
	Junior Technical-Specialized Employee	
	Senior Technical-Specialized Employee	
	Main Technical-Specialized Employee	
	Initial Technical-Pofessional Employee	
	Junior Technical-Pofessional Employee	

TECHNICAL- PROFESSIONAL EMPLOYEE	Senior Technical-Professional Employee	
	Main Technical-Professional Employee	
TECNICAL ASSISTENT	Initial Technical Assistant Employee	
	Junior Technical Assistant Employee	
	Senior Technical Assistant Employee	
SUPPORT SERVICE EMPLOYEE	Initial Support Service Employee	
	Junior Support Service Employee	
	Senior Support Service Employee	

**ANNEX III
TABLE OF REMUNERATION**

1. Administration Category

ADMINISTRATION CATEGORIES AND CAREER	BASIC EMPLOYEE REMUNERATION			
	INITIAL	JUNIOR	SENIOR	PRINCIPAL
Technical-Specialized Employee	<u>USD 1225,-</u>	<u>USD 1525,-</u>	<u>USD 1825,-</u>	<u>USD 2025,-</u>
Technical-Professional Employee	<u>USD 600,-</u>	<u>USD 800,-</u>	<u>USD 1000,-</u>	<u>USD 1200,-</u>
Technical Assistant Employee	<u>USD 375,-</u>	<u>USD 475,-</u>	<u>USD 575,-</u>	
Support Service Employee	<u>USD 200,-</u>	<u>USD 275,-</u>	<u>USD 350,-</u>	

2. Referee Category

MALE REFEREE PATHWAY			
CATEGORIES	CAREER	VACANCY	
FIFA	International Referee	1	<u>USD 2025,-</u>
SELECT GROUP 1	Premier League Referee	1	<u>USD 1825,-</u>
SELECT GROUP 2	Championship Referee	1	<u>USD 1525,-</u>
LEVEL 1	National List Referee	1	<u>USD 1225,-</u>
LEVEL 2A	Step 1 Referee	1	<u>USD 1200,-</u>
LEVEL 2B	Step 2 Referee	1	<u>USD 1000,-</u>
LEVEL 3	Step 3/4 Referee	1	<u>USD 800,-</u>
LEVEL 4	Step 5/6 Referee	1	<u>USD 600,-</u>
LEVEL 5	Senior County Referee	1	<u>USD 575,-</u>
LEVEL 6	County Referee	1	<u>USD 475,-</u>
LEVEL 7	Junior County Referee	1	<u>USD 375,-</u>
LEVEL Y2	Youth Referee 2	1	<u>USD 275,-</u>
LEVEL Y1	Youth Referee 1	1	<u>USD 200,-</u>

WOMEN'S PATHWAY			
CATEGORIES	CAREER	VACANCY	
FIFA	International Referee	1	<u>USD 2025,-</u>
LEVEL 1 W	Women's Super League Referee.	1	<u>USD 1825,-</u>
LEVEL 2W	Women's Championship Referee	1	<u>USD 1525,-</u>
LEVEL 3 W	Women's National Referee	1	<u>USD 1225,-</u>
LEVEL 4 W	Women's Regional Referee	1	<u>USD 1200,-</u>
LEVEL Y2 W	Youth Referee 2	1	<u>USD 275,-</u>
LEVEL Y1W	Youth Referee 1	1	<u>USD 200,-</u>

3. Coach Category

COACH PATHWAY				
TUTOR COACH	C CERTIFICATE	B CERTIFICATE	A CERTIFICATE	PRO INSTRUCTOR
	<u>USD 1225,-</u>	<u>USD 1525,-</u>	<u>USD 1825,-</u>	<u>USD 2025,-</u>
INSTRUCTOR (Practising Coach)	C CERTIFICATE	B CERTIFICATE	A CERTIFICATE	PRO INSTRUCTOR
	<u>USD 600,-</u>	<u>USD 800,-</u>	<u>USD 1000,-</u>	<u>USD 1200,-</u>
GOALKEEPING	L1	L2	L3	
	<u>USD 600,-</u>	<u>USD 800,-</u>	<u>USD 1000,-</u>	
FUTSAL	L 1	L2		
	<u>USD 600,-</u>	<u>USD 800,-</u>		
CONDITIONING INSTRUCTOR AND CDF INSTRUCTOR	<u>USD 600,-</u>			

ANNEX IV

ALLOWANCE FOR DIRECTORS AND MANAGEMENT POSITIONS

POSITION OF DIRECTOR AND CHIEF	VACANCY NUMBER	ALLOWANCE FOR POSITION
General secretary	1	
Directors	5	Same as Initial Technical-Professional Employee
Head (Cheaf) of Departments	3	Same as Initial Technical-Assistant Employee

ANNEX V FFTL ORGANIZATION CHART

