



David Xavier (b. Nazaré, 1971) is currently the Secretary General of the Presidency of the Council of Ministers in Portugal. At SG-PCM he coordinates a team of over 240 people and is the national coordinator for the working group for the Reform of Public Administration. He is also the Portuguese representative in the network of senior officials from centers of government at the OECD.

David graduated in Business Organization and Management (ISCTE, 1996), completed the European Business Certificate in Madrid and has a master's degree in African Studies, with a field study on ICT in Mozambique (2001).

David started his professional career in the university, having held various executive positions, from Secretary General of the Faculty of Medicine up to Administrator and Executive Director of the Shared Services, and Administrator of the Social Services of the University of Lisbon.

He is a seating member of several councils, such as the Strategic Council of the National Institute of Administration, the School Council of the Higher Institute of Social and Political Sciences, the ISCTE Quality Council, the National Civil Protection Commission, and he is an auditor for the Ministry of Foreign Affairs. At SG-PCM, David oversees the collection of the national response indicators for the Sustainable Development Goals.

David has an extensive training experience on a wide range of subjects, from public policies to the use of ERPs, leadership and public administration, namely in an international setting, as shown by collaborations with the General Secretariat of the Timorese Parliament and the Ministry of the City of Maputo.

He has authored a number of collective publications and was awarded a prize for best practice in public administration (2011) for a project within the Shared Services of the University of Lisbon.

Since ever, David has been involved in social causes and has held positions in many organizations, from the leadership of student associations, parents' associations, local sports groups, organizations working with the homeless. He has been a member of international organizations with strong links to the European Youth Centre, both in Strasbourg and Budapest, by which means he had the opportunity to get to know almost all of Europe (from Lisbon to the Urals).

He is married, has three children (all grown up now) and swims open waters, also in Nazaré, where the waves are big. David loves trains and has already taken the Sud-Express, the Orient-Express and the Trans-Siberian, climbed Machu Picchu and travelled to more than 40 countries.

1. PERSONAL DATA

Name: DAVID JOÃO VARELA XAVIER

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Email: david.xavier1971@gmail.com

Date of Birth: 25th December 1971

Nationality: Portuguese

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2. QUALIFICATIONS

Doctorate in Business Administration – DBA student from September 2023 at ISCTE University Institute of Lisbon.

Programme in innovation in the age of disruption at INSEAD Business School, (2023).

Masters in African Studies at ISCTE – Thesis carried out in Mozambique, with the subject “New information technologies and their relationship with the development of Mozambique in the African context”, with the final grade of Good with Distinction (2001).

European Business Certificate, E.B.C. last year of University under the Erasmus student exchange programme at the Centro de Estudos Universitários - Luís Vives of the Universidade de Alcalá de Madrid (Spain), (1996).

Graduation in **Business Organisation and Management**, Instituto Superior das Ciências do Trabalho e da Empresa (ISCTE), with specialisation in **Finance** (1996).

First year of Bachelor of Science at the Instituto Superior de Contabilidade e Administração de Lisboa (ISCAL) (1991).

2. TRAINING

Summer school on public policies - Policy design: instruments, capacities, and evaluation - in collaboration with International Public Policy Association (IPPA) – La Scuola Nazionale dell’Amministrazione, Italy, 2023.

Intensive course in public policy evaluation – Public Policies Forum – Lisbon, 2020.

Smart Citizen Academy – Nova School of Business and Economics, Carcavelos, 2018.

Advanced Course in Public Management – Instituto Nacional de Administração, Oeiras, June 2009.

Winter School - European Centre for Strategic Management of Universities – HUMANE, Barcelona, 2008.

Instructors Training Course, March 2007 to June 2007, IPFEL with the grade of Very Good.

Auditor for the Ministry of Foreign Affairs, National Foreign Policy Course – Ministry of Foreign Affairs, 1st Auditor's Course, from October 2005 to July 2006.

Certificado de Español como Lengua Extranjera – Nivel Avanzado – Instituto Cervantes, 1997.

Intensive Course in English Language for European Youth Leaders – organized by the Council of Europe Youth Center, London, 1995.

3. AWARDS, PUBLICATONS and PRESENTATIONS

Co-author of several **manuals developed during the COVID pandemics** to support Public Administration Organisations – Collaborative Work Plan in Public Administration, 2020.

EJIMA – **Full Costing** Study Visit, the University of Coimbra, 14, 15 December 2010.

Dangerous Ideas for Portugal – Collective Work, Tinta da China, Lisbon 2010.

Conference: **Management in Medical Schools in Europe: Models and Funding under Bologna, Problems, Opportunities and Trends**, Oporto 23 and 24 February 2007.

Conference: **Knowledge and International Cooperation** – The Lisbon Agenda and North-South Dialogue, organised by the National Administration Institute; Text “Lisboa Bologna and the CPLP”, Lisbon, 6 and 7 of December 2006.

20 Ideas for 2020 – Innovate Portugal, Campo das Letras, Calouste Gulbenkian Foundation - Collective work on proposals for 20 years of different activity areas. Public Administration Text 2020, Lisbon 2005.

Media, Football and Identity in Society on the network, Observatory (OBS), magazine of the communications observatory, along with other authors, (2007).

4. WORK EXPERIENCE

Secretaria Geral da Presidência do Conselho de Ministros

Secretary-General, Presidency of Council of Ministers, since February 2017.

Main activities

Representative of Portugal in The Network of Senior Officials from Centres of Government in OECD;

Coordination of the work group to rethink public administration in Portugal – Since 2022;

Development of support cooperative processes in the implementation of the 2030 Agenda;

Development of a team for supporting and promoting actions aimed at pursuing the 2030 Agenda and the SDGs;

Design and implementation of organic structure;

Member of the team which defined functions and projects;

Design of the strategic development plan 2017-2022, 2023-2027;

Human Resource and Budgetary Management of the services;

Coordinating of three budgets of governmental areas;

Public administration representative in the State Protocol;

Coordination of shared services of 23 entities, accounting, payroll, public procurement, etc.;

Member of several organisations in representative of the Secretary-General;

Member of the national agencies of selection of high-level administrative positions in public sector;

Member of the think tank near the Prime Minister on Forest fires.

University of Lisbon

Administrator of Social Action Services of the University of Lisbon, July 2013-February 2017.

Main activities

Design and implementation of organic structure;

Member of the team which defined functions and projects;

Design of the strategic development plan 2013-2016;

Human Resource and Budgetary Management of the services.

Administrator of the University of Lisbon, November 2011 to 2013, along with the duties of Executive Director for Shared Services of the University of Lisbon.

Main activities

Strategic Reorganisation of Support Services for the University of Lisbon;

Identification of the key activity areas in order to integrate them into the organisation;
Implementation of strategies through the management of the human, material and budgetary resources of the University;
Identification of the governing principles of the institution, to promote communication among management bodies, business areas and units;
Management of various ongoing projects and the respective control of their implementation;
Integration of various working groups in preparation for the merger of University of Lisbon and technician University of Lisbon;
Managing change and ensuring the commitment of work units and teams;
Consolidation of accounts for all entities of the consolidation perimeter of the University of Lisbon.

Centre for Common Resources and Shared Services of the University of Lisbon

Executive Director of the Centre for Common Resources and Shared Services of the University of Lisbon since 11 September 2009.

Main activities

Definition of the methodology for the implementation of shared services;
Design and implementation of the organic structure in order to modernise the services of the University;
Member of the team which defines functions and projects;
Definition of SLAs;
Design processes and identify procedures with the entities;
Management of Human Resources, plan for change and reallocation;
Continuing performance evaluation of the levels of services performed with a view to their optimisation.

School of Medicine of the University of Lisbon

Secretary of the School of Medicine of the University of Lisbon, through competitive examination, August 2003 to 2009.

Main activities

Financial analysis of the institution, identifying areas of intervention;
Partnerships with entities in the health and hospitals area affiliated with the School of Medicine;
Preparation of a proposal for statutory reorganisation of the services;
Member of the committee that defined the accounting structure and criteria for cost allocation and apportionment keys for the University of Lisbon;

Member of the Joint Committee between the School of Medicine and the Universidade Atlântica and design of new procedures suitable for reorganisation of FMUL services.

Instituto Superior de Ciências do Trabalho e da Empresa

Coordinator of the Administration Office for Resources and Buildings, 29 May 2002 to November 2002.

Intervention in the area of logistics and planning of construction of the new ISCTE building.

High technician, finance and logistic – July 1996

5. MEMBERSHIPS

Member of the Portuguese Order of Economists since 2002;

Member of FORGES (Management Forum for Higher Education in Portuguese-speaking countries and regions);

President of the Parent's Association of Escola António Torrado, 2006-2014;

Director of the Students Union ISCTE (1992-1996);

Treasurer of the Youth Express Network, an Association of young people, social workers, and socio-cultural workers, of local projects or European associations, created in 1991 with the active support of the European Youth Centre in Strasbourg, 1995-1997;

Centre for African Studies – Member of the Council of the Centre for African Studies of the ISCTE research centre in the area of African studies, responsible for the area of digital information, 2003-2005.

6. PERSONAL SKILLS

Strategic abilities in the conceptualisation of organisations and the implementation of strategic plans, notably the creation of Shared Services Unit in the University of Lisbon, a benchmark for Portuguese public higher education, and public administration in general.

Teamwork in different types of organisations, from companies to international organisations, public and research organisations where leadership is emphasized.

The ability to work in multi-cultural teams, as shown by the work performed with the European Youth Centre, both in Strasbourg and in Budapest, and the experience of field work in Mozambique, relevant to the Master's thesis preparation.

The ability to work with great pragmatism and assertiveness regarding decision-making.