



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1723394583468288

**VMAM Id** 1723394583468288

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Communication and Public Relation Specialist

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	UNDP Timor-Leste
<b>Country of Assignment</b>	Timor-Leste
<b>Duty station</b>	Dili,
<b>Volunteer Category</b>	International UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	24m
<b>Possibility of Extension</b>	No
<b>Expected Start Date</b>	10/01/2023
<b>Sustainable Development Goal</b>	7. Affordable and clean energy
<b>Disabilities</b>	No

## DOA Details

### Organisation mission and objectives

As the United Nations lead agency on international development, UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities, and to build resilience to achieve the Sustainable Development Goals. Our work is concentrated in three focus areas; sustainable development, democratic governance and peacebuilding, and climate and disaster resilience. UNDP's mandate is to end poverty, build democratic governance, rule of law, and inclusive institutions. We advocate for change and connect countries to knowledge, experience and resources to help people build a better life.

**Assignment  
context**

The National Strategic Development Plan 2011-2030 (SDP) of Timor-Leste launched in 2011 stresses the need to diversify its economy through developing non-oil based economic sectors. The current economic structure with high level of reliance on petroleum sector and its fund has led to the inability of Timorese economy to absorb young and local low skilled-labors; in particular, the rural population and women, which are considered as marginalized and least participating in the economic growth of the country. The SDP also prioritizes development of rural communities in which 70% of population resides. Timor-Leste has embraced the SDGs and aligned the National Indicators and priorities. UNDP plays an important role of advocacy and provides manifold policy advice and technical assistance. Communicating results and the impact of our work is an integral part of engaging beneficiaries, stakeholders and donors. The UNDP Strategic Plan 2022-2025 describes how UNDP intends to work together with our partners to deliver what is required of us in these extraordinary times. This bold, ambitious Plan is structured around "3x6x3" – 3 directions of change, 6 signature solutions and 3 enablers – a clear framework for where we need to head. Over the next four years, we will work with countries to expand people's choices for a fairer, sustainable future. Helping to get us back on track to deliver on the SDGs. "The Project for Promoting Green Transformation in the Pacific Region towards Net-zero and Climate-resilient Development" funded by the Government of Japan will promote clean energy and climate resilience in Timor-Leste, which is facing socio-economic challenges from the spread of COVID-19 and the climate crisis. In addition, the Community Infrastructure for Resilience Project " funded by the Government of Japan is to build basic infrastructure for local communities in the area of health, education, agriculture, water and sanitation, with short-term employment of the communities who are vulnerable to climate change and have limited employment opportunities. It will contribute to improving access to basic human needs, reducing the risks associated with climate change for the communities. Since 1999, UNDP Timor-Leste has been providing development assistance in cooperation with the Government of Japan. Recently, the COVID-Resilient Elections in Timor-Leste (CORE-TL) Project, funded by the Government of Japan, has been implemented by UNDP to support the government of Timor-Leste to conduct the COVID-safe, informative and inclusive election in 2021 to 2023. Furthermore, UNDP with financial support from the Government of Japan launches projects in the environmental sector in Timor-Leste to be better able to manage natural resources and achieve enhanced resilience to climate change impacts, natural and human-induced hazards and environmental degradation, inclusively and sustainably. JICA focuses on three areas in support of Timor-Leste: (1) infrastructure development, (2) industrial promotion, and (3) social service delivery which includes capacity building for governmental officials. It supports basic socioeconomic infrastructure with the aim of shifting away from heavy dependence on oil and natural gas. For the successful implementation of the projects' activities, UNDP is looking for a UNV Communication Specialist to assist and strengthen the project's communications capacity.

**Task description**

The UNDP Office is expected to assign a UNV Communication Specialist. The UNDP office places a high priority on public relations to increase donor visibility as well as to disseminate information on each project activity. Under the direct supervision of the Head of Unit for Climate Change and Environment and Project Managers the Communication Specialist is expected to enhance the presence of Japan and JICA in UNDP and Timor-Leste and undertake the below tasks: The expected activities (TOR) the UNV Communication Specialist include: • Develop a project communication strategy to ensure the visibility of donor and project in cooperation with the project team. • Regularly produce communication-related materials such as newsletters, press re-leases, videos etc. • Support to undertake regular communication with the donor and governmental counterparts on the progress of the project implementation • Assist the Country Office communication team in the communication area such as updating SNS, designing and producing communication materials, editing videos, organizing events, etc. Furthermore, UN Volunteers are required to: • Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for in-stance in events that mark International Volunteer Day); • Be acquainted with and build on traditional and/or local forms of volunteerism in the host country; • Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities; • Contribute articles/write-ups on field experiences and submit them for UNV publica-tions/websites, newsletters, press releases, etc.; • Assist with the UNV Buddy Programme for newly-arrived UN Volunteers; • Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

## Eligibility Criteria

**Age** 27-80

**Nationality** INTERNATIONAL

**Additional eligibility criteria**

This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility on the JICA website ([https://www.jica.go.jp/volunteer/obog/career\\_support/unv/index.html](https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html)). The assignment is planned to start October/November 2023.

## DOA Requirements

### DOA Requirements

**Required education level** Bachelor degree or equivalent

**Area(s) of specialisation** Communication, Journalism, Media Studies, Communications Strategy, Development Communications, or another relevant discipline

### Required experience

**Required experience** 3

**Required skills and experience**

- Experience in developing and executing communication materials for development projects (texts, photos, videos, presentations, infographics, etc.)
- Experience working with national institutions on communications, including communications strategies, systems, and management.
- Experience providing capacity building and trainings.
- Experience in social media management and content production.
- Knowledge of Timor-Leste's environmental issues is an advantage.

**Language**

Language	Language skills	Language requirement
English	Working knowledge	Yes
Japanese	Mother tongue	Yes
Tetum	Basic	No
Portuguese	Basic	No

**Area of Expertise**

- Communication
- Development programmes

**Driving license required**

No

**Type of driving licenses**

**Competencies and values**

- Accountability  Adaptability and Flexibility  Building Trust  Client Orientation  Commitment and Motivation  Commitment to Continuous Learning  Communication  Creativity  Empowering Others  Ethics and Values  Integrity  Judgement and Decision-making  Knowledge Sharing  Leadership  Managing Performance  Planning and Organizing  Professionalism  Respect for Diversity  Self-Management  Technological Awareness  Vision  Working in Teams

**Other information**

**Living conditions and other remarks**

Climate: The climate along the coast is relatively warm hot year-round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The southeast monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C. Health: Public hospital and private clinic provide services to community. Stamford clinic in Dili serves as a recommended medical facility for UN staff. There is a national hospital with some international staff and a limited number of other private clinics in Dili (such as Dili Medical Centre). For more complex medical treatment and assessment, it is necessary to evacuate to neighboring cities/countries such as Darwin or Singapore. Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local restaurants with less expensive meals. The price range for a meal can range from \$3 to \$14+. Telecommunications: There are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. The SIM cards cost \$2-3 and pre-paid/pulsa cards range from \$1 to \$50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA. Hotels: The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. <https://www.unv.org/>