

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000160--Communication Specialist

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Timor Leste
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-10-2021
Duty Station	Dili [TLS]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Timor-Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is located in the north.

Climate: The climate along the coast is relatively hot year-round with an annual average temperature of 30°C. There are two distinct seasons: the rainy season, which runs from November to March, and the dry season, which runs from March to October. 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 the community. Stamford clinic in Dili serves as a recommended medical facility for UN staff. There is a national hospital with some international staff and there are a limited number of other private clinics in Dili (such as DMC). For more complex medical treatment and assessment, it is necessary to evacuate to neighbouring 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 foods available, ranging from Western to Southeast Asian. 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, Telcomcel, and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were launched in Timor-Leste in February 2013. A SIM card cost \$2-3 and the cost of pre-paid/pulsa cards ranges from \$1 to \$50. Further, depending on the UN Agency, you may receive a PIN code to make international phone calls

that will be charged to your VLA.

Permanent Accommodation: Expect that your accommodation will range from the very basic to adequate, although many private houses in Dili have been renovated to a reasonable or even considered 'luxurious' level of comfort. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level ranging from \$400 per month and above for an apartment and or a house.

COVID: Timor-Leste is experiencing a rise in COVID-19 cases since the start of 2021, causing the government to institute a lockdown in Dili, along with several municipalities. Similar to other countries, the lockdown restricts all movements, with the exception of essential travel for health services, food, and the likes. As of March 2021, the country has recorded approx. 200 cases, with no deaths. According to WHO, Timor-Leste is still at the stage of "clusters cases", and there is no community transmission so far. International transport is restricted to non-commercial flights, and there is a mandatory 2-week hotel quarantine upon arrival. UNV will assist with international travel bookings and quarantine options.

Assignment Details

Assignment Title Communication Specialist

Organizational Context & Project Description

Host Institute

Since 1999, UNDP has been supporting the Timorese people move from post-conflict recovery towards sustainable development. UNDP's current Country Programme 2021-2025 specifically focuses on poverty reduction and employment, climate resilience, and accountable governance. The 'accountable governance portfolio' falls under the management of the Democratic Governance Unit, who's projects aim to support the building of strong and capable public institutions, and inclusive and effective democratic governance.

Organizational Context & Project Description:

As a Small Island post-conflict country, Timor-Leste is facing a number of development challenges despite noticeable progress since independence in 2002. These challenges have been further exacerbated by the outbreak of the novel Corona virus which resulted in a national State of Emergency in 2020, now extended into 2021, resulting in substantial negative socio-economic consequences for the Timorese people. On top of this, Timor-Leste is expecting a series of elections at the national and municipal level in 2021-2024. This not only presents a risk for the spread of the virus as people gather for the election, but equally, hinders the continued practice of representative democratic elections if not conducted, and thus, undermining democratic governance.

In response to this, UNDP has initiated the 'COVID-Resilient Elections in Timor-Leste (CORE-TL) project to ensure continued and strengthened democratic governance and successful elections. Funded by the Government of Japan, and in partnership with the national Electoral Management Bodies, the project aims to:

- support municipal EMB offices to become COVID-resilient, accessible, and environmentally friendly;
- address the underlying issues of long-term resilience to pandemics such as COVID by developing COVID-Resilient Election Plan and Manuals;
- provide effective and innovative electoral and COVID-19 awareness communication;
- strengthen the participation and representation of youth, women, and persons with disabilities in politics.

As a result of the project, Timor-Leste will be equipped to carry out COVID-resilient, democratic and inclusive elections at both the national and sub-national level. This ultimately supports the sustainable development of Timor-Leste, the achievement of Agenda 2030, and the strengthening of accessible, accountable, and gender-responsive governance systems, institutions, and services at both the national and municipal levels.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Project Manager, the UN Volunteer will undertake the following tasks:

Communication support to the Electoral Management Bodies (EMBs):

- Work with the EMB's Communication Departments to support transparency in the electoral processes, including enhancing their capacity in public communication
- Provide COVID-related communication capacity building to EMBs, especially in regard to communicating about COVID prevention measures during elections
- Assist EMBs in developing and producing voter education material and materials for the Election Resource Centre

Support to the National Press Council, Journalists Associations and Journalists:

Develop guidelines and provide training to journalists on transparent and effective communication of elections and COVID-19

Provide other communication support to the Press Council, including organizing TV discussions and press releases

Communication support to the project team:

Prepare a project communications strategy, including assisting EMBs in formulating communications strategies

Organize media trainings, programs, seminars, and/or workshops to project stakeholders, participants and/or staff in coordination with other project activities and in line with the project work plan

Design, develop and produce media content and material on behalf of the project on a regular basis (e.g. newsletters, videos, graphics, etc.) including the collection of human-interest stories that are clear, concise, and convey key messages to the target audience

Support the development and maintenance of project communication tools

Ensure that all project visibility and communication is done in line with donor requirements

Prepare communications material for project activities, events, meetings, etc.

Monitor local media to understand trends and news disseminated regarding COVID-19 and the elections, especially in relation to combatting disinformation

Liaise with UNDP's Timor-Leste Country Office on final reports and publications related to the project and to the elections

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 instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/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.

Results/Expected Outputs

Project is equipped with a comprehensive communications strategy and its activities and achievements are effectively communicated to the beneficiaries, government counterparts and donors, including human-centered stories of beneficiaries.

Communication capacities of the EMBs are strengthened to carry out effective communication on Elections and COVID-19.

Journalists, particularly the Press Council and Journalist Associations, ha

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

The degree must be in Communications, Journalism, Media Studies, Communications Strategy, Development Communication, or another relevant discipline.

Required experience 36 months

Experience Remark

Experience developing and executing communication materials for development projects (text, photos, videos,

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

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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, content management systems, digital media, web creation and content production

Experience in storytelling

Knowledge of Timor-Leste's political and electoral context is an advantage

Language

- English (Mandatory) , Level - Fluent
- AND - Tetum (Optional) , Level - Working Knowledge

Area of Expertise

- Other communications related experience Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Mandatory:

Understanding of the development projects/programmes, specifically the communication's requirements of development projects/programmes

Knowledge of planning, coordination and implement communications campaigns, events, and initiatives

Technical skills required for the creation of communication content

Excellent writing skills

not mandatory:

Knowledge of the Timorese political and social context

Knowledge of UNDP's work in Timor-Leste

Additional Requirements for Area of Expertise:

Public Relations and corporate communication

Videography and Photography

Need Driving Licence

Yes

Competencies & 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

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entity)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code TLSR000160-9519

Application procedure

Prerequisites

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 here: [JICA website](#).

This is a UN Volunteer assignment and eligible candidates must be 25 years of age or older.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via competency-based interviews held via skype or telephone.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via '[Candidate Signup](#)'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 20 June 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/VExTUjAwMDE2MA==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.