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

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<thead>
<tr>
<th>Country of Assignment</th>
<th>Timor Leste</th>
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<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
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<td>Possibility of Extension</td>
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<tr>
<td>Expected Starting Date</td>
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<tr>
<td>Duty Station</td>
<td>Dili [TLS]</td>
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<tr>
<td>Assignment Place</td>
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Living Conditions

The UNV will work at the UNICEF office located in the UN House. UN House is wheelchair accessible from one of the two entrances, and has accessible toilets, as well as one accessible conference room. Each of the four UNICEF buildings as well as the main UNICEF conference room are wheelchair accessible. Moreover, UNICEF is committed to further improving accessibility, both for the UNICEF office and the overall UN compound.

Accessibility

The UN Family conducted an accessibility audit of the UN Compound in 2018 and continues to make adjustments to its spaces. UN Women will review its office accessibility and make adjustments as required in 2020.

Reasonable accommodation

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

Assignment Title
Inclusive Programming Specialist

Organizational Context & Project Description
For 70 years, UNICEF has worked to improve the lives of children and their families. Despite remarkable challenges around the world, UNICEF staffs fights for the rights of every child seeking safe shelter, nutrition, protection from disaster and conflicts, and equality. UNICEF has a mandate to safeguard the rights of all children, everywhere. That mandate is rooted in the 1989 Convention on the Rights of the Child (CRC), which sets out universal and indivisible rights that apply to every child, and the Sustainable Development Goals (SDGs) adopted by world leaders in 2015, which apply to every country.

In Timor-Leste, since the restoration of independence in 2002, UNICEF has been working to promote and protect the rights and well-being of all children. All children have a right to survive, thrive and to fulfill their potential – to the benefit of a better world. UNICEF works to bring basic services and opportunities to all children in Timor-Leste, including in education, health, nutrition, water, sanitation and hygiene, social protection and inclusion.

The Government of Timor-Leste leads our cooperation efforts and is UNICEF’s principal partner in Timor-Leste. We also collaborate with local governments, community-based organizations, civil society, non-governmental organizations, private sector, United Nations agencies, and other international organizations operating in Timor-Leste. Together, we strive to equip and empower children and their families to fulfill their potential and contribute to the development of the country.

UNICEF Timor-Leste is committed to disability inclusion, both within its workforce and through its programmes. For instance, UNICEF commissioned a disability assessment of health centres in 2018, and in 2020, partnered with an OPD to ensure that water, hygiene and sanitation (WASH) infrastructure works to be carried out in response to COVID-19 would consider the needs of persons with disabilities. In addition, UNICEF has been engaging with the Ministry of Education to provide inclusive education for children with disabilities and contributed to the drafting of the Inclusive Education Policy. We also collaborated with the Partnership for Human Development to develop a tool (based on the Washington Group Questions) to identify children who face various difficulties in learning. The tool has been piloted in 50 schools and is awaiting endorsement by the Ministry of Education. We are also exploring opportunities for using technology to enhance and support the learning experience for children with disabilities. Finally, in response to the recent floods in Timor-Leste, UNICEF has been supporting an umbrella organization representing several OPDs, to ensure delivery of non-food items for families of persons with disabilities.

Sustainable Development Goals
10. Reduced Inequalities

Task description
Under the direct supervision of Ameena Mohamed Didi, Chief of Education (and Disability Focal Point) and working closely with Emmanuelle Collet, Chief of Planning, Monitoring and Evaluation and Social policy, the UN Volunteer will undertake the following tasks:

- Support UNICEF advocacy efforts on child rights including through contributions to the implementation of the Convention on the Rights of the Child (CRC).
- Contribute to UNICEF advocacy for child-focused targets and indicators to enable the Government to allocate budget and monitor equitable development outcomes in all of the sectors.
- Support the review of and consultation with Organizations of Persons with Disabilities on the draft National Action Plan for Disabilities as well the Inclusive Education Master Plan.
Work closely with different UNICEF Timor-Leste programmes to support the implementation of activities under the various partnerships with Organizations of Persons with Disabilities.

Support the review of the content of the programme products and Technology for Development (T4D) initiatives from an inclusive perspective. This includes for example, the interactive and inclusive digital application for multiple communication devices to equip children, families, communities, caregivers and teachers with knowledge on climate change adaptation, air pollution and disaster risk management.

Draft programme documents including donor reports, human interest stories, policy briefs and two-pagers on key child rights issues and finalise based on consultation with programme sections.

Support UNICEF in cross-sectoral work for and with children with disabilities and promoting inclusion for children with disabilities, through meaningful participation of children and their caregivers.

Contribute to improving data on and understanding of the situation of children with disabilities, including of integrating disability into national surveys.

Support supply to assess the need and develop the strategy on provision of Assistive Technologies (lists, procurement) for children with disabilities.

Help children with disabilities co-create content put out by UNICEF office in various awareness raising campaigns, communications strategies, disability day, international day of the child, etc.

Support making UNICEF office gradually more accessible.

Support UNICEF teams to consider basic accessibility features in their work.

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.

Supported UNICEF advocacy efforts on child rights including through contributions to the implementation of the Convention on the Rights of the Child (CRC).

Improved data on and understanding of the situation of children with disabilities, including of integrating disability into national surveys.

Contributed to strengthening partnerships and networks with major organizations, donors and media to move towards positive behaviors and outcomes enhance results for children with disabilities.

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**

Technical/Vocational diploma

**Education - Additional Comments**

Diploma I or II (one or two years studied at University) in a relevant field related to social sciences.

**Required experience**

24 months
Experience Remark

Specific requirements:

- A minimum of 2 years of professional experience in social development planning and management for persons with disabilities is required.
- Relevant experience of international and national level advocacy on disability issues is an asset.

Language

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

Area of Expertise

- Human rights Mandatory
- Monitoring and evaluation Mandatory
- Social inclusion Mandatory

Area of Expertise Requirement

- Expertise on disability issues
- Understanding of human rights including child rights

Need Driving Licence

No

Competencies & Values

- Accountability
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Empowering Others
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

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

**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 and official processes;

- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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**

TLSR000171-9711

**Application procedure**

This assignment is part of UNV’s disability inclusion strategy. UNV seeks to 1) provide opportunities for persons with disabilities to serve as UN Volunteers 2) enable UN partners to expand diversity and inclusion of persons with disabilities in their workforce worldwide 3) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels, with focus on national capacity.

Only candidate with disabilities is eligible to apply for this position. If shortlisted for this assignment, you will be asked for a copy of an official document confirming that you have a disability from a general practitioner, or from an organization of persons with disabilities.

**Reasonable Accommodation**

The UN system wishes to create an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access and benefit equally from employment and other engagement opportunities such as volunteering, by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modifications and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.[1]


**UNV Conditions of Service and Entitlements**

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging their own housing and other living essentials. National UN Volunteers are part of a health insurance plan.

National UN Specialist Volunteers in Timor Leste receive approximately USD 565 as Monthly Living Allowance. Applicable dependents (primary family unit, up to 3) will be eligible for health insurance.

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service

https://vmam.unv.org/calculator/entitlements

**Application procedure**

Please apply via the link below. You can then either log in if you already have a VMAM account or register via ‘Candidate Signup’.

**Important:** On your profile, kindly select the response “yes” to the question whether you consider yourself a person living with a disability. Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the “special remarks” field in your profile. In case you are facing accessibility constraints kindly write an email to support@unv.org.

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.