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.

Country of Assignment
Timor Leste

Host Institute

Volunteer Category
National Specialist

Number of Volunteer
1

Duration
4 months

Possibility of Extension
Yes

Expected Starting Date
Immediate

Duty Station
Dili [TLS]

Assignment Place
Family Duty Station

Assignment Place Remark
UNESCO funds this assignment, hence its duration may be extended depending on the funding availability

Living Conditions
As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details
Organizational Context & Project Description

UNESCO is the United Nations Educational, Scientific and Cultural Organization. It seeks to build peace through international cooperation in Education, the Natural and Human Sciences, Culture as well as Communication and Information. UNESCO's programmes contribute to the achievement of the Sustainable Development Goals defined in Agenda 2030, adopted by the UN General Assembly in 2015. The Volunteer will assist and support UNESCO in the implementation of its Communication and Information programmes in Timor-Leste focusing on freedom of expression, access to information and freedom of the press. This shall include the programmes supporting media development in particular on self-regulation of the media (including the press council). This also includes supporting community media and public service media as well as capacity building programmes for journalists and journalism students. The Volunteer will also assist in UNESCO’s ongoing support for documentary heritage preservation within the framework of the Memory of the World programme.

Sustainable Development Goals

9. Industry, Innovation and Infrastructure

Task description

Within the delegated authority and under the supervision of the Advisor for Communication and Information (ACI) in Jakarta Office and in close coordination with the Coordinator of the Dili Antenna Office, the UNV Project Assistant will:

- Provide administrative support for the Communication and Information (CI) Unit in implementing its projects and activities.
- Liaise with the local partners to ensure CI projects and activities are implemented correctly and in a timely manner and in close coordination with supervisor and colleagues in Jakarta Office.
- Monitor on a regular basis, the progress of the project and notify the supervisor about any issues that may be hampering its implementation.
- Monitor and collect on a regular basis, the local media coverage of the project as well as news concerning media self-regulation, press freedom, and journalism related issues in the country.
- Maintain a systematic file of contracts and timelines and take responsibility for initiating appropriate actions to ensure timely compliance of the deliverables by the contractors.
- When needed, prepare informal translations and act as interpreter (English/Tetum)
- Any other related tasks as may be required or assigned by the supervisor.

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

As an active UNESCO team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNESCO and its beneficiaries in the accomplishment of her/his functions, including:

- UNESCO’s programmes, projects and activities in the field of Communication and Information successfully implemented in Timor-Leste.
- UNESCO’s partnership with relevant local stakeholders of its programmes, projects and activities strengthened
- 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

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Bachelor’s degree in a relevant area, e.g. journalism, social communication or area related to international studies

Required experience
60 months

Experience Remark
- At least 5 years of professional work experience at the national and/or international level, or other relevant programmes; experience with news media, journalism training, or international organizations is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills in English language;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

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

Area of Expertise
- Knowledge management, archiving and documentation Mandatory
- Development programme/project administration Mandatory
- Administration and administrative assistance Mandatory

Area of Expertise Requirement
* Media and communication
* Development development
* Project administration
* Documentation

Need Driving Licence
No

Competencies & Values
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Creativity
- Integrity
Conditions of Service and other information

Condition 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 Entities)

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  
TLSR000144-8916

Application procedure

Application procedure
* Not yet registered in the UNV Talent Pool?
First register your profile at https://vmam.unv.org/candidate/signup.
Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.
* Already registered in the UNV Talent Pool?
First update your profile at https://vmam.unv.org/candidate/profile.
Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.
This is a national UN Volunteer assignment, therefore only nationals of Timor Leste and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.
Application deadline: 07 March 2021

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/VExTUjAwMDE0NA==

26 Feb 2021
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.