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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Timor Leste</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Dili [TLS]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

#### Assignment Place Remark

UNDP funds this assignment, hence the duration may be extended depending on the availability of funding.

Please note that the approximate monthly Volunteer Living Allowance for an International Specialist UN Volunteer will be $2,900.67 as of April 2021 (For further details please refer to the Conditions of Service and [https://vmam.unv.org/calculator/entitlements](https://vmam.unv.org/calculator/entitlements)).

#### 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 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...
Assignment Details

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 (EMBs), the project aims to:

1. support municipal EMB offices to become COVID-resilient, accessible, and environmentally friendly;
2. address the underlying issues of long-term resilience to pandemics such as COVID by developing COVID-Resilient Election Plan and Manuals;
3. provide effective and innovative electoral and COVID-19 awareness communication;
4. 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 supervision of the Project Managers (PM), the UN Volunteer Digital Transformation Specialist will undertake the following tasks:

Digital Transformation and IT-based Business Continuity Plan:

- Develop a clear vision of digital transformation goals and objectives of the EMBs (STAE & CNE), including assisting the development of a digital transformation plan and demonstrating the rigor and safety of digital platforms for elections;
- Provide technical inputs for the development of COVID-resilient election plan and manual from IT/digital transformation perspective;
Qualifications/Requirements

Provide technical advice to STAE & CNE on: different methodologies for data management, and their technical possibilities and limitations; options for election reporting in the field and headquarters; data entry and tools for data aggregation, data verification, and consolidation and summary options; analysis and quality control of data; ways to estimate a realistic time for completion; detailed and accurate data report collection as an antifraud measure.

Provide recommendations to UNDP on the project’s IT infrastructure, systems, and processes, and provide capacity building in the areas identified as agreed with UNDP.

IT and Data Management System:

- Strengthen and operationalize a data management systems in STAE and CNE that analyses, integrates, and processes voter registrations, district and national tabulations, and polling center data, and allows for data disaggregation (gender, youth, persons with disabilities, etc.) as well as strengthening their digital archiving;
- Ensure that elections software code and configurations, including those delivered by vendor, adhere to the set standards, especially in regard to security of data;
- Coordinate efforts to develop and maintain the election data library of documentation, internal user manuals, training materials, and guidelines, and making recommendations on improvements;
- Monitor infrastructural components related to aforementioned system and platform and suggest areas for improvement;
- Initiate the establishment of a software for an online platform for election and COVID information during elections in collaboration with CNE and other partners decided by UNDP.

Capacity Building and Sustainability:

- Design and provide digital training modules and workshops related to digital transformation, elections, data management, and media for staff and project participants;
- Develop relevant documentation to ensure the sustainability of digital transformation initiatives and accompanying systems;
- Maintain effective communications with UNDP’s Project Team and national stakeholders.

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 UNDP CORE-TL Project team member, the expected results are:
- A clear strategy for digital transformation of Electoral Management Bodies and UNDP Timor-Leste;
- Improved data management systems of Electoral Management Bodies and UNDP Timor-Leste;
  - 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

At least a bachelor’s degree in Information Technology, Computer Science, Data Management or related field, or certification in relevant software programs;

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Required experience 36 months

Experience Remark

- Minimum 3 years of relevant experience in software implementation based on Microsoft technology, including at least 2 years of experience in .NET and Azure;
- Experience working with databases like Microsoft SQL Server; responsive web development using JavaScript libraries like React/Angular; Integrations using API/Web Services; Azure components and resources;
- Knowledge in project management and delivering services to clients;
- Experience working with election and election processes and including operational planning, field coordination and election reporting; is an advantage.

Language

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

Area of Expertise

- Software and applications development and analysis Mandatory
- Database design, administration and maintenance Mandatory

Area of Expertise Requirement

Mandatory:
Knowledge in software implementation
Knowledge in databases
Knowledge in project management and delivering services to clients

Additional Requirements for Area of Expertise:
- Election Process including operational planning, field coordination and election reporting.

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
Conditions of Service for International Specialist:


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.

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**

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;

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

TLSR000162-9340

**Application procedure**

* Not yet registered in the UNV Talent Pool?
First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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.

**Application deadline:** 27 April 2021

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/VExTUjAwMDE2Mg==](https://vmam.unv.org/candidate/show-doa/VExTUjAwMDE2Mg==)

**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.*

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20 Apr 2021