

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000151--Junior Social Behaviour Change and Communication Officer

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	World Food Programme
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	01-09-2021
Duty Station	Dili [TLS]
Assignment Place	Family Duty Station

Assignment Place Remark

Age requirement:

Age requirement:

UN University Volunteers have to be 29 years old throughout the entire period of service, i.e. born on or after 1 September 1992.

Living Conditions

COVID-19: To date Timor Leste through early action (closure of borders) has escaped the worst of the global pandemic with only 52 cases (all imported/quarantined) and zero deaths. There is currently no community transmission detected. Given the border closure – WFP is managing a twice monthly humanitarian charter service between KL and Dili, to ensure continuation of personnel and cargo supply chains.

Health: There is a national hospital and a limited number of private clinics in Dili and facilities for more complex medical treatment in

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neighbouring countries such as Darwin, KL or Singapore. As above, WFP globally, is currently operating the humanitarian aviation services – which also supports medivac services for all staff/dependents (regardless of contract).

Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare.

Telecommunications: At the moment, there are three telecommunication providers in country, Timor Telecom, Telemor and Telcomsel. While Timor Telecom has been long present, Telemor and Telcomsel were launched in 2013 in Timor-Leste. The SIM cards for Timor Telecom, Telemor, and Telcomsel cost \$2 and pre-paid/pulsa cards range from \$1 to \$50.

Hotels: The WFP Country Office will help arrange initial accommodation, at the incumbent's expense. WFP will seek to arrange permission through the MOH for 'home stay' quarantine arrangements and will ensure food availability/logistics/'home office' support for the quarantine period. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and in-suite bathrooms.

Permanent Accommodation: 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.

Required visa type and Issuance Process: Visa on arrival is applicable with \$30 cost at the International Airport Presidente Nicolau Lobato Dili Timor-Leste. WFP will subsequently arrange a long term 'Special stay authorisation' visa.

Assignment Details

Assignment Title

Junior Social Behaviour Change and Communication Officer

Organizational Context & Project Description

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. WFP has been present in Timor-Leste since 1999. WFP focus in Timor-Leste is on building the capacity of the Government of Timor-Leste in the integrated Management of Moderate Acute Malnutrition (IMAM), Social Behaviour Change Communications (SBCC), Rice fortification, Home Grown School Feeding (HGSF) and other Operational research and evidence generation through the Ministries of Health, Education, Agriculture, Commerce and Industry and others.

Technical assistance and Government capacity development, with a strategy for hand-over of a sustainable food-based programme to the Government are key priorities. WFP supports KONSSANTIL (Inter-Ministerial Council for Food Security, Food Sovereignty and Nutrition) to implement the Zero Hunger Challenge and has aligned its activities with both UNSDCF and Government policies, strategies and action plans – including the most recent Economic Recovery Plan (where WFP has been requested to assist on Cesta Basika).

Sustainable Development Goals

2. Zero Hunger

Task description

Under the supervision of Deputy Country Director, the UN Volunteer will undertake the following tasks:

Research & Strategy

- Conduct/ support formative research as applicable for the SBC Projects, in collaboration with the Research Division of the relevant Government Ministries and other research institutions;
- Support the development of SBC strategy with a clear roadmap;
- Support the development of ToR for engaging with agencies, partners, and other SBC organizations to conduct formative research, strategy development, implementation, monitoring, and evaluation;
- Liaise with agencies and other partners as required for developing materials and other relevant tools and job aids;
- Actively engage with the new KOICA project ("SN5S"), Conduct pre-test and revise materials as required before printing and

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distribution.

Capacity building

- Actively engage with the new KOICA project ("SN5S"), conduct capacity building activities to increase the effectiveness of relevant Government staff, Community Health Workers, Mother Support Groups, School Clubs, Smallholders Farmers, Community Leaders, Traders, and partners to implement demand creation programming for SBCC among key populations;
- Support the capacity building of WFP staff, partners, and national government to prepare for and respond to food assistance needs, e.g. through project management support of learning initiatives;
- Provide guidance to support staff, acting as a point of referral, and assisting them with analysis and queries;

Monitoring and Evaluation

- Coordinate with monitoring team to develop M&E plan and coordinate with other programs to ensure alignment;
- Regularly monitor and report data for program reports and feedback integration;

Stakeholder collaborations and partnerships

- Engage with key stakeholders, UN agencies, and other development agencies to ensure alignment with program objectives and catalyse partnerships;
- In collaboration with the key stakeholders, UN agencies, and other development agencies support the preparation of International day including World Food Day, 16 days of activism, etc.

Reporting and documentation

- Contribute to the preparation of accurate and timely reporting on programmes and activities to support informed decision making internally and externally;
- Compile field stories and qualitative assessments from time to time for reports and other information to be shared externally.

Other

- Support the development of proposals on social and behaviour change communications for funding from international donors;
- Support the development of concept notes for new project initiation
- Gather evidence and develop knowledge management space on SBCC initiatives in TL

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

- A strengthened SBCC nutrition and food safety component within upcoming SN5S KOICA project.
- 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

Secondary education

Education - Additional Comments

Currently studying towards a degree or recently graduated (no longer than 12 months prior to application) in Journalism, International

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Relations, Public Relations, Communications or other relevant field.

Required experience

0 months

Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in utilising communications techniques to enhance functional outputs
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Optional

Area of Expertise Requirement**Learning Expectations**

Learning and development are a central part of the UN University Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN University Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Respect for Diversity
- Self-Management

- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,009 The VLA base rate is a global rate, while the PAM is 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>.

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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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). 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 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 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

TLSR000151-9045

Application procedure

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

UN University Volunteers must be 29 years old throughout the entire period of service. Eligible candidates must therefore be born on or after 1 September 1992.

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: 11 April 2021

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. Interviews will be conducted by the UN Host Entity between 28 April and 21 May.

COVID-19: The assignment start date may be postponed due to COVID19.

doa.apply_url<https://vmam.unv.org/candidate/show-doa/VExTUjAwMDE1MQ==>**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.