



DESCRIPTION OF ASSIGNMENT

Preamble:

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

Assignment title: Women, Peace and Security & Disaster Risk Reduction
Programme Associate

UN Host Entity: UN Women

Country of assignment: Timor-Leste

Duty station: Dili

Family / non-family duty station: Family Duty Station

Volunteer category: International UN University Volunteer

Duration: 5 months

Expected starting date: 20 September 2022

Sustainable Development Goal: 5. Gender Equality

Details

Organization mission and objectives

The UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, the UN Women will lead and coordinate United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women has operated in Timor-Leste since 2001 (as UNIFEM) and through the transition to UN Women. Its goal in Timor-Leste is to promote the rights of women and ensure inclusion of women's participation and leadership as the country works towards safeguarding stability and promotes development. UN Women focuses on five priority areas: strengthening women's economic empowerment; ending violence against women; engaging women in all aspects of peace and security processes & Disaster Risk Reduction preparedness and management, strengthening women's economic empowerment and ensuring international gender equality norms and standards translate into action in national development efforts. UN Women also coordinates and promotes the UN system's work in advancing gender equality. In 2020, the Timor-Leste CO has developed its 5-year strategy for the country, in line with the UN's overall cooperation framework and in support of the country's broader development goals under the 2030 Agenda.

The Timor-Leste Country team consists of 24 members including: Head of Office, Operations Manager, two international Programme Specialists, six national Programme Officers, one Monitoring & Reporting Analyst, one Finance Associate, one Communications Officer, three Programme Assistants, one HR & Admin, one Admin Assistant- Procurement, two drivers, one international Volunteer, 3 national Volunteers.

Task description

Within the delegated authority and under the supervision of Head of Office or his/her designated mandated representative(s), the UN University Volunteer Women, Peace and Security & Disaster Risk Reduction Programme Associate will:

- Support the management, implementation and evaluation of the UN Women Timor-Leste's Women, Peace and Security (WPS) & Disaster Risk Reduction (DRR) programmes based on UNSCDF and UN Women Timor-Leste's Strategic Note (SN), and in line with regional and national priorities and in consultation with government, civil society and UN partners and stakeholders.
- Support in engaging and/or consulting partners in the UNCT, to enhance understanding of the needs and challenges in programming for strategic programming, policy discussion and agenda setting on women, peace and security.
- Oversee, monitor and assure quality control in the implementation of results-based, rights-based management of the WPS and DRR programming in line with corporate guidelines and consistency with corporate policies and strategies.

- Contribute to regular assessments of the WPS & DRR programmes in line with country strategic plans and identify lessons learned and strategic areas of programming.
- Provide technical support to the Women, Peace and Security (WPS) and Disaster Risk Reduction (DRR) programming. Support coordination and development of the second NAP 1325, with attention to implementation (participation and prevention pillars) and monitoring capacities with line ministries involved in national and local NAP mechanisms. Strengthen gender-responsive mediation policies, practices and skills of women mediators. This will support the visibility and capacities of women's mediation networks in the context of the second NAP WPS and promote social norms, attitudes and behaviours that uphold women's and girls' rights in mediation/ alternative dispute resolution processes. Provide technical support to promote women's participation in the decision-making roles at the national and sub-national level. Provide Technical Support to the DRR in coordination with Secretary of State for Civil Protection, Ministry of Interior and relevant partners.
- Support in establish and manage an advisory group for gender and security sector reform issues in partnership with government, bi-lateral and UN counterparts, including on the implementation of the National Action Plan on WPS, implementation of the Law on Domestic Violence, National Action Plan on Gender-Based Violence among other gender equality commitments and obligations.
- Support the Head of Office to coordinate system-wide implementation of Security Council resolution 1325 and DRR by providing technical support to the Gender Theme Group, and other relevant forums and monitoring of WPS & DRR indicators as part of the UNCDF process.
- Supports the development of institutional capacity development plans for national counterparts on WPS & DRR, including within the security sector.
- Support in development of partnerships with government institutions, bi-lateral and multi-lateral donors, private sector, civil society.
- Support in analysis and research of information on donors, preparation of substantive briefs on donor strategies and national development strategies.
- Support in the coordination of the substantive preparations on women, peace and security, WPS & DRR of the UNCT roundtables and other key events in close consultation with appropriate counterparts in government, bilateral and multilateral partners.
- Participate in the development/expansion of knowledge management strategies and methodologies on WPS and DRR.
- Participate in the process of collecting and disseminating lessons learned on WPS and DRR strategies and contribute to UN Women's knowledge management efforts.
- Contribute in the preparation of UN Women country reports to donors and other stakeholders as required, ensuring relevancy, quality and appropriateness of content and presentation.
- Work with relevant UN Women units to identify and disseminate best programme and management practices. Contribute to the development and maintenance of global, regional and national knowledge networks and practices on WPS and DRR.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

Requirements

Required education level Secondary Education

Minimum experience 0 years

Area(s) of expertise: Currently studying towards a degree in in social sciences, human rights, gender/women's studies, international development, or other relevant field.

Skills and experience description

- Demonstrated interest and/or experience in development programme/project design and implementation, coordination, advocacy, monitoring and reporting.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Experience in gender equality and women's human rights is an asset;
- Experience in facilitation or adult learning methodologies is an asset
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- 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

Language skills

English mandatory optional
 basic fair working knowledge fluent mother tongue

Portuguese mandatory optional

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basic fair working knowledge fluent mother tongue

Indonesia

mandatory optional

basic fair working knowledge fluent mother tongue

Competencies and 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

Driving license needed:

No

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 warm hot year round with an annual average temperature of 30°C. There are two distinct seasons: the north-

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east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

Health: At the moment, Stamford clinic serves as a recommended medical facility for UN staff. It has two approved UN physicians that can perform primary healthcare and simpler treatments, or recommend medical evacuation to Singapore. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring 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 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. You can also find several local warungs with less expensive meals. The price range for a meal can range from \$3 to \$20+.

Telecommunications: At the moment, there are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost \$2-3 and pre-paid/pulsa cards range from \$1 to \$50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

Hotels: The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from \$30 to \$50 per night.

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.

Timor-Leste is a unique country and UN System is a unique work environment. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.