



UN YOUTH VOLUNTEER 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 Volunteer promotes 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 Volunteer even more rewarding and productive.

1. **UNV Assignment Title:** UNV Communication Associate
2. **Type of Assignment:** International UN Youth Volunteer
3. **Project Title:** "I empower Youth to Volunteer for Sustainable Development"
4. **Duration:** 5 months
5. **Location, Country:** Dili, Timor-Leste
6. **Expected Starting Date:** September 2014
7. **Brief Project Description:** UNV Field Unit in UNDP recruits UN Volunteers into the UN Agencies, but also implements Programme together with partners that targets mainly Youth and Sustainable Development.

8. Organizational Context:

UNV activities in Timor-Leste began in the lead-up to the Popular Consultation – the vote for Independence on 30 August 1999. During the first national elections on 14 April 2002, more than 960 UN Volunteers supported the electoral process in Timor-Leste, by far the largest mission of volunteers ever in the 32-year history of the UNV Programme. Since 1999, over 2500 international and national UN Volunteers have served the people of Timor-Leste. UNV has continued to support UN operations in the country to the present day with nearly 200 UN Volunteers currently serving with the United Nations Integrated Mission in Timor-Leste (UNMIT) and the various UN Agencies in the country.

9. **Type of Assignment Place:** Assignment without family

10. Description of tasks:

The UN Youth Volunteer will work directly under the day- to-day supervision of the UNV Programme Officer and will assist the Unit with communication related tasks and activities, as well with volunteer advocacy. Will work directly with UN agencies communications officers, volunteer involving organizations in country and will try to identify opportunities as to how the UNV Field Unit will support community mobilization and strengthening of civil society, particularly those involved in Youth programming.

United Nations Volunteers

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- Assist the UNV Field Unit with country Programme activities planning; cover the activities with communication support in form of articles to be published on website and Facebook
- Manage UNV FU Facebook and update weekly
- Identify opportunities for UNV advocacy in the area of youth in partnership with UN agencies, the Government and Civil Society Organisations. Assist the UNV PO in its work with UN online Volunteers concerning research and policy formulation;
- Assist in communications and awareness materials in promoting the units work within both within UN system and outside
- Assist in conducting site visits for project sites and provide technical reports
- Maintain good level of information of in country UN Volunteers
- Document UNV FU Programme of 2014 under slogan “I empower Youth to volunteer for Sustainable Development” on short video clips
- Attend meetings of communication working group under UNDP

Furthermore, UN Volunteers are encouraged 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; network and build relationships with local organizations, groups or individuals, and support and/or participate in local volunteering initiatives; 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.; initiate and/or participate in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Promote or advise local groups on the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible;
- Encourage, mobilize and support co-workers, fellow UN Volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discuss with supervisors how volunteerism for peace and development can be mainstreamed in the assignment and integrate activities promoting volunteerism for peace and development into work plans
- Assist with the UNV “buddy programme” for newly arriving UN Volunteers.

11. Results/Expected Outputs:

- Effective support in communication to Youth related initiatives provided to the UNV Field Unit
- Several communication products created and designed: brochure, video etc.

Profile Requirements:

Qualifications, skills, experience:

- Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems.
- A demonstrated high level of professionalism and maturity and an ability to work in high pressure situations under tight deadlines
- A demonstrated ability to work in harmony with staff members of different national backgrounds in a professional manner, especially in a mutually supportive team approach

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- Volunteer spirit and prior volunteering experience is an asset
- Full proficiency in English, including excellent written and spoken skills
- Knowledge of Tetun, Bahasa Indonesia or Portuguese would be an asset
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System

Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment;
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

12. 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-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: With the drawdown of the UN Peacekeeping Mission at the end of the 2012 and the concomitant closure of the UN Medical Unit in April 2012, a medical service assessment is ongoing to determine alternative health care options. The Stamford medical clinic is a recommended facility for primary medical

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care, with two UN approved physicians, who cooperate with national hospital or can recommend medical evacuation to Singapore in case of serious condition or more complex treatment.

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 2013. The SIM cards cost approximately \$2 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 Country Office will help arrange your initial accommodation, 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.

13. Conditions of Service:

Five-month contract according to the terms and conditions established in the memorandum of understanding between UNV and KGU.

Description of Assignment prepared by the Project Manager/UN Entity:
Name, Title, Office

Date:

Description of Assignment approved by UNV Country Office Team/Support Office:
Katerina Manova, UNV PO, UNV Field Unit, Timor-Leste

Date: