

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## TLSR000116--Women's Economic Empowerment Analyst

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

<b>Country of Assignment</b>	Timor Leste
<b>Host Institute</b>	UNWomen
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Expected Starting Date</b>	10-08-2020
<b>Duty Station</b>	Dili [TLS]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

UN University Volunteer Assignments are always without family

### 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:** 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 neighbouring 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 restaurants with less expensive meals. The price range for a meal can range from \$3 to \$14+.

**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. Cost range from \$250 to \$600 per month.

## Assignment Details

**Assignment Title** Women's Economic Empowerment Analyst

### Organizational Context & Project Description

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's programmes focuses on four priority areas: ending violence against women; engaging women in all aspects of peace and security processes; strengthening women's economic empowerment and supporting national progress around international norms and standards on gender equality. UN Women also coordinates and promotes the UN system's work in advancing gender equality.

The Timor-Leste Country team consists of 17 members including: Head of Office, three National Programme Officers and one international Programme Specialist, Communication Officer, Operations Manager, Finance Associate, five project/admin assistants, two drivers and two international volunteers.

### Organizational Context & Project Description:

The objective of the UN Women Women's Economic Empowerment (WEE) programme is to enhance women's economic autonomy through income security and safe working environments which are the key to realizing women's human's rights and developing communities, families and the national. UN Women's WEE programme works through policy advice, technical assistance, and advocacy to advance women's decent work, especially in rural areas, and gender-responsive public spaces as key drivers for WEE in two main activities: UN Women Flagship Safe Cities Programme (Dili and Baucau Municipality, including developing a Safe Campus Initiative with the National University of Timor-Leste (UNTL)) and supporting partners to mainstream gender in efforts around weaving and tourism.

**Sustainable Development Goals** 5. Gender Equality

### Task description

Under the direct supervision of the Women's Economic Empowerment (WEE) National Programme Officer, the UN Volunteer will undertake the following tasks:

- Provide assistance on Safe Dili and Safe Market intervention in 'Baucau'.

- Provide technical assistance in events and activities with partners of WEE Programme
- Support coordination and implementation of WEE advocacy workshops
- Conduct desk research on global good practices in integrating women's decent work and economic empowerment interventions, especially in market infrastructure, access to markets, and private sector market development
- Support youth-led activities to integrate Safe Cities advocacy into university activities and in community-based youth interventions
- Support youth-friendly communication strategies including social media content and tracking
- Assist WEE team to plan and facilitate events and local activities, including for International Rural Women's Day, among other commemorative days.

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

- Documentation of meetings with Safe Dili and Safe Market Partners
- Reports on events coordinated and media monitored.
- Short papers on research conducted related to women's economic empowerment and presentations as relevant.
- 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 in Development Studies, Social Sciences or other relevant field.

**Required experience** 0 months

### Experience Remark

- Demonstrated interest and/or experience in gender equality, development, social sciences or other relevant field.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Demonstrated communication skills with diverse audience.

### Language

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

### Area of Expertise

T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

- Other development programme/project experience Mandatory

### Area of Expertise Requirement

#### Learning Expectations

Learning and development are a central part of the UN Youth 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 Youth 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 Youth 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
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- 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:

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

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.

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\$990 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> .

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**

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:

T. +49 (0) 228-815 2000      A. PO Box 260111, 53113 Bonn, Germany  
F. +49 (0) 228-815 2001      W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

- 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.

**Application Code** TLSR000116-6772

#### **Application procedure**

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

Eligible candidates must be between 18 and 29 years of age and enrolled at a university throughout the assignment.

**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: 10 May 2020**

#### **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 2 and 19 June.

#### **Pre-departure training in Korea**

The selected candidate will be invited to attend a training prior to deployment. The training will take place from 20 to 31 July 2020.

**COVID-19: The training and assignment start dates may be postponed due to the COVID-19 context.**

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/VExTUjAwMDExNg==>

#### **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.*