

VSA Assignment Description

Assignment Title	Communication Specialist
Country	Timor - Leste
Location of Partner Organisation	Dili
Partner Organisation	World Vision Timor - Leste
Duration	12-months with the possibility of an extension
Sustainable Development Goals	



41916

World Vision

1. Partner organisation overview

World Vision is a global relief, development, and advocacy organization dedicated to working with children, families, and communities to overcome poverty and injustice. Inspired by our Christian values, we work with the world's most vulnerable people, regardless of religion, race, ethnicity, or gender. World Vision Timor-Leste (WVTL) began its first project in Aileu municipality in 1995 and opened its national office in Dili in 1999. Today, we have Area Programs implementing projects in four municipalities: Aileu, Baucau, Bobonaro, and Covalima. Our mission is 'Healthy children for strong communities. We recognize that children's health is holistic in nature and includes their physical, mental, intellectual, and social well-being. WVTL aim to empower Timorese children to transform their lives, in partnership with their families and communities.

2. Assignment overview

The World Vision have not been able to find a suitable candidate to fill the Communications Manager position. We have two Communications Coordinator and we are hoping that the Communications Specialist volunteer will be able to contribute to building the capacity of our Communications Coordinators for them to potentially become Communications Manager in the future. It has been challenging to find local candidates with upper intermediate/advanced English and suitable leadership experience to fill the Communications Manager role.

The VSA volunteer can help World Vision Timor-Leste to achieve its organizational development goal of growing and building local talents and leadership and also its goal of improving and increasing its communications and visibility efforts. The VSA volunteer will also help WVTL with external and internal communications that highlight the development challenges in Timor-Leste and tell the story of positive impact in the lives of Timorese children.

3. Goal/outcomes/outputs

Goal

WVTL is recognized globally as an excellent donor steward, meeting both donor and institutional needs by deploying high-value content (multi-angled content for multi-use) that highlights the impact of WVTL work with the aim to build trust and provide transparency and accountability. Communication

Coordinators have improved communications capacity and are able to move into a senior roles in the organization.

Outcome 1

Support the communication coordinators in establishing and strengthening internal linkages and in understanding our audiences to deliver communications that inspire and can drive action [Outputs are what volunteers and their partners will need to deliver to realise outcomes. Aim for 2-3 outputs per outcome.

- Develop and deliver on an overarching Communications Strategy and an Annual Business Plan which supports the functional and national objectives of WVTL, with measurable outcomes, and ensure effective monitoring/evaluation and reporting.
- Develop and implement WV Timor-Leste External and Internal Communications Guidelines and Policies and ensure their adoption across the organization.
- Manage the communication of risk issues to protect the reputation of the organization.
- Mobilise partnerships with media and donors to amplify country-level initiatives and messages, for a greater share of voice and impact.
- Support timely collaboration, production and accountability for grant reporting.
- Ensure SBCC material used in WVTL's programs are best practice and aligned with key development partners.
- Develop pool of external contractors for communications surge capacity.

Outcome 2

Collaborate and support the communication coordinators in developing digital communications and strategy to deploy high-value contents to serve TL and support partnership publicity needs along with engaging different groups of target audiences.

- Ensure that Communications Platform is developed and implemented and that platforms are consistent and accurate
- Support Resource Development and Partnerships Manager (RDPM) in communications, based on WVI best practices and technical guidelines working closely with RDPM.
- Establish and strengthen internal and external linkages, good understanding of TL media terrain to effectively achieve media goals and monitor performance.
- Assist Coms Coordinators to provide strategic input during grants proposal development to ensure grant communication resources are planned into Page 3 / VSA Assignment Assessment the grant-life cycle and are adequately funded.
- Assist communication coordinator to undertake communications planning and outputs for major donors and grants.
- Produce and package feature stories, photos, videos and issues-oriented reports high-quality creative content bringing out strong messaging on WVTL's ministry, and ensure all creative products are marketable, packaged for different audiences and different platforms and have a wide reach to improve grant funding opportunities and ensure effective donor and public engagement.
- Help to increase scope and content, from the field, for WVTL external communications across all platforms including traditional media, social media, website and multi-media, to raise the profile and visibility of World Vision's grassroots activities and impact in TimorLeste.
- Assist in developing and maintain key incountry media contacts (in Timor-Leste and Dili focused).

Outcome 3

TL has impactful audio-visual storytellers in the field who can develop “fit-for-purpose” content for various target audiences.

Together with the communication coordinators;

- Produce quality documents for positioning WVTL efforts towards attaining child well-being including annual reports, publications, sectorial fact sheets, etc.
- Review and give oversight to all external WVTL’s communications, including articles, blogs, appeals, website and social media, and ensure compliance with World Vision’s brand guidelines.
- Manage liaison work amongst field, NO and RO effectively to ensure that TL is well and regularly represented, while supporting enduser requirements.

4. Reporting and working relationships and capacity building

The volunteer will report directly to the National Director and will be accountable to People and Culture Manager. On a day-to-day basis, the volunteer will predominately work with Communications Coordinators.

The volunteer and the World Vision Timor-Leste will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Bachelor, post-graduates, or Master’s Degree in Media Studies, Journalism, Communications, Public Relations, or a related field.
- 5-7 years of work experience preferably in Communications or Public Relations and experience in leading a team.
- Excellent oral and written (English) communications skills
- Excellent knowledge of creative storytelling and content creation (photography and video contents)
- Excellent knowledge in marketing and branding

Desirable

- Skills in photography and video editing

- Ability to switch on to emergency mode when required and do a quick change of priorities
- Strong computer skills that include Microsoft Office, various social media (Facebook, Twitter, etc.), and familiarity with relational donor databases.

Personal specification (personal)

Essential

- Excellent knowledge on sensitivities related to country, cultures and ethnicities
- Skill in leading a multi-role team with clarity
- Ability to work collaboratively with staff and leadership to think strategically
- Ability to transfer skills to counterparts

Desirable

- Willing to learn Tetun
- Ability to handle multiple and varied tasks with ease, while demonstrating a high level of accuracy
- Ability to work collaboratively in a team-oriented environment while taking ownership of assigned duties and initiatives

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about Timor-Leste, see <https://vsa.org.nz/our-work/countryregion/timor-leste/living-and-working>.

Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For assignments 15 months or longer, the volunteer will receive a rest and respite grant of NZ\$1,000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of US\$ 960.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.