


VSA Assignment Description

Assignment Title	Gender Specialist
Assignment Modality	Standard, In-country
Assignment Number	42098
Country	Timor-Leste
Location	Dili
Partner Organisation	HAMNASA (Hamutuk Nasaun Saudavel)
Duration	12 months
Sustainable Development Goals	
Business Development Partner	N/A

1. Partner Organisation Overview

National NGO HAMNASA was established in 2017 by a group of INGO Health Alliance International (HAI) staff. When HAI closed down global operations in September 2021, all of HAI's existing programs transitioned to HAMNASA. HAMNASA continues to implement health-focused programs that aim to strengthen the government health system, applying a health system strengthening approach and supply and demand model.

HAMNASA Vision: All Timorese are healthy and happy
HAMNASA Mission: To promote healthy communities in Timor-Leste through programs that strengthen the public sector primary health care, engage communities to take an active role in their health, and foster social and health equity. For the period 2021 - 2024, HAMNASA's three main goals are quality, growth and organisational strengthening.

2. Assignment Overview

HAMNASA started in October 2021, taking on the systems and processes of Health Alliance International (HAI), when they decided to close their operations in Timor-Leste, which had been running since 2002. HAI / HAMNASA traditionally has been health focused, with mobile clinics and programs focused on clinical activities, TB and Covid-19. Their policies and procedures have been inherited from HAI and may not reflect latest best practice in terms of gender issues.

In recent years HAMNASA has started significant programs to address Gender-Based Violence in Timor-Leste, and gender issues are becoming increasingly important for their other programs. There are few Timorese with gender experience, so HAMNASA are heavily reliant on international consultants for developing appropriate materials and supporting programs.

HAMNASA are currently in their first year of a 3-4-year program (funded by USAID) to secure women's futures from Gender Based Violence (GBV) and economic vulnerability in Timor-Leste through:

- Prevention & response interventions to change norms and harmful behaviours, which will:
 - Target communities and men
 - Identify climate-friendly economic opportunities for women survivors and vulnerable women along with business education

- Improve health provider responses to women experiencing GBV
- Interventions in the municipalities of Ermera, Liquica, Covalima and Bobonaro

The volunteer will work with the HAMNUSA team to build their capacity and capability in gender-based issues, through training and mentoring people, and supporting both business development and program delivery, providing a gender perspective. This will allow HAMNUSA to operate in a more sustainable fashion, with less reliance on international consultants. This should improve delivery outcomes and reduce risk through greater staff awareness of gender issues, and how they are relevant to the design and delivery of programs (both gender specific, and other programs such as health).

3. Goal/Outcomes/Outputs

Goal

Gender issues are integrated into all HAMNUSA activities, including HAMNUSA policies and procedures, business development, and design and delivery of programs. HAMNUSA staff feel confident in being able to identify and address gender issues.

Outcome 1

HAMNUSA policies and procedures incorporate gender issues.

Together with HAMNUSA leadership team:

- Review existing HAMNUSA policies and procedures from a gender perspective
- Provide recommendations for any changes or enhancements required
- Deliver staff training of any changes identified and impacts on HAMNUSA's work

Outcome 2

HAMNUSA staff are trained and aware of gender issues in the design and delivery of programmes

Together with the project delivery team:

- Develop and deliver a training and mentoring program to upskill staff in identified gender-based needs for programme implementation [Write output here]

Outcome 3

HAMNUSA are able to confidently bid for gender-based work, and gender is incorporated into all business development work

The volunteer will:

- Provide training and share knowledge on priorities and frameworks within the gender sector
- Support with inclusion of gender issues into programme development to ensure that these are identified and addressed

Outcome 4

HAMNUSA are able to deliver more gender-based work themselves, without relying on international consultants.

The volunteer will:

- Train and mentor staff in gender skills and good practice techniques.

4. Reporting, Working Relationships and Capacity Building

Through a range of approaches, including role shadowing and mentoring of HAMNUSA staff, reviewing and providing feedback on documentation, and providing training to the HAMNUSA team on gender issues.

The volunteer will report directly to the Executive Director and will be accountable to the Executive Director.

On a day-to-day basis, the volunteer will predominately work with the HAMNASA leadership team, HAMNASA project delivery teams and Executive Director. The volunteer and HAMNASA 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 reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Professional Specifications

Essential

- Experience in gender-based issues
- Facilitation skills, including utilising participatory training approaches
- Strong interpersonal skills
- Experience of teamwork, mentoring and developing others

Desirable

- Experience developing organisational policy and procedures
- Experience in change management and/or aligning coordination and governance to comply with minimum standards and policy requirements
- Coaching skills

Personal Specifications

Essential

- Flexible and friendly
- Have a sense of humour
- Adaptability
- Cross cultural awareness

Desirable

- Willingness to learn Tetun

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://www.vsa.org.nz>

8. Living and Working Situation

HAMNASA offices are in the Villa Verde area of Dili. They are close to a number of microlet routes. This is a safe area of Dili, close to the Cathedral. The offices are on a quiet side street and have full time security. No safety concerns have been identified.

Open plan area in the centre of the office, surrounded by a number of office rooms. All have air conditioning and internet access. HAMNASA have 40 employees. There is sufficient space for the volunteer to work in either the open plan area or one of the office rooms.

Confirm HAMNASA organisation capacity to work successful with proposed volunteer

HAMNASA is an independent NGO with funding primarily coming from international donors. Most of their gender work is currently funded by USAID

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

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, 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. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. The volunteer will receive a monthly living allowance of USD960.

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.