

VSA Assignment Description

Assignment Title	Multilingual Education Organisation Development Mentor
Assignment Modality	Standard, in-country
Assignment Number	42072
Country	Timor-Leste
Location	Dili
Partner Organisation	Edukasaun Multilinge (EMULI)
Duration	12 months (with the possibility of extension by mutual agreement)
Sustainable Development Goals	
Business Development Partner	

1. Partner Organisation Overview

The EMULI program commenced in 2012 as a pilot project of the Timor-Leste National Commission for UNESCO and the Ministry of Education. The goal of the program is to remove barriers to education and quality learning for school communities across the municipalities of Oecusse, Manatuto and Lautem, to promote and preserve local languages as a key element of Timor-Leste's unique cultural heritage and identity.

The program has been implemented through Training of trainers, Training of teachers, Curriculum support materials in the languages of Galolen (Manatuto), Baikeno (Oecusse-RAEOA) and Fataluku (Lautem), Pre-test and post-test (using Curriculum-based Assessment (CBA) instruments), and Classroom observations and Pedagogy support.

The program sits within the Directorate General for Policy, Planning, Inclusion and Technology of the Ministry of Education. Its direction is set by a steering committee comprised of senior leaders of the Ministry of Education and officials from the Partnership for Human Development.

2. Assignment Overview

The EMULI program commenced in 2012 as a pilot project of the Timor-Leste National Commission for UNESCO and the Ministry of Education. To remove barriers to education and quality learning for school communities across the municipalities of Oecusse, Manatuto and Lautem, to promote and preserve local languages as a key element of Timor-Leste's unique cultural heritage and identity. The program sits within the Directorate General for Policy, Planning, Inclusion and Technology of the Ministry of Education. Its direction is set by a steering committee comprised of senior leaders of the Ministry of Education and officials from the Partnership for Human Development. EMULI is a proven method for facilitating the acquisition of early literacy and numeracy skills in school communities where the dominant home language is neither of the official languages. An evaluation of the program that was conducted in 2016 demonstrated that students in the EMULI schools are learning at an accelerated rate, including in the domain of Portuguese language acquisition and fluency. Commitment to the goals of the program, experience of working with diverse school communities in the implementation of the program. Boosting the financial and human resources of the program in line with the plans to extend and expand the program over the

next 3-5-year period. We urgently need to boost the capacity of our current staff, particularly in the area of Leadership and capacity building, teamwork training, organisational development, program planning and teacher training.

VSA volunteer will help to assist with strengthening program management at a crucial phase in the program's growth and expansion. Help with establishing office systems, M & E plans, human resource management and design of ongoing interventions aimed at boosting the program's success at the school and national level.

3. Goal/Outcomes/Outputs

Goal

The EMULI program is held in high regard by participating schools and by municipal and national education authorities. The program is valued as a unique education model achieving excellent literacy and other learning outcomes for students. Mainstreaming of the program across all municipalities of Timor-Leste is considered by the Ministry of Education.

Outcome 1

Efficient program management systems are established.

The volunteer will work alongside members of the EMULI national to:

- Help support the national team to navigate their weekly and monthly plans and tasks to be more productive, effective and efficient.
- Establish an online file management system which is easy to operate (taking into account poor internet connections).

Outcome 2

National, municipal and school level staff of the program have all the skill sets they require to perform their roles optimally.

The volunteer will work alongside members of the EMULI national team as well as Municipal-based local mentors and field officers to:

- Facilitate workshops with relevant staff to develop annual action plans that reflect deliverables in their strategic plan.
- Assess local staff and identify gaps in their current performance.
- Provide or externally source professional development opportunities for national and municipal-level staff of the program, including teachers.

Outcome 3

EMULI's financial and administrative policies are strengthened.

Support the coordinator:

- To explore a range of potential new donors for the program.
- Support and mentor the national team in writing funding proposals

4. Reporting, Working Relationships and Capacity Building

The volunteer will support the local staff to transfer the skills and knowledge to the EMULI team on the daily basis.

The volunteer will report directly to the National Coordinator, Goodwill Ambassador for Education Timor-Leste and will be accountable to the National Coordinator, Goodwill Ambassador Timor-Leste. On a day-to-day basis, the volunteer will predominately work with the Director of EMULI program and interact with other staff.

The volunteer and EMULI 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

- 5-7 years working experience in leading or managing program
- Experience in Program Management, preferably managing any education program.
- Excellent written communication skills in English

Desirable

- ICT skills
- Experience in proposal writing
- Experience in conducting workshop or deliver training
- Bachelor's degree in education or in International Development

Personal Specifications

Essential

- Flexibility and Adaptability
- Commitment to the goal of quality education

Desirable

- Willingness to learn Tetum

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

Currently the EMULI office is located at the Ministry of Education (possibly will move to INFORDEPE building or PHD office), transports parking area (Car and Motorbike) available, restaurant for Coffee break and lunch is available right opposite to Ministry of Education, there is one rest room every floor of the building in the office.

Desk for Staffs (5 Staffs), 6x6 meter, Chairs, 1 Meeting Table and chairs available, Printers are available, 1 Freezer, Air conditioner in 2 different rooms, Internet access (not stable).

All efforts would be made to ensure that necessary travel to school sites would be conducted safely, and adverse political and/or economic factors are not anticipated over the period to 2028.

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 USD 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.