

# VSA Assignment Description

<b>Assignment Title</b>	Business and Tourism Assistant
<b>Assignment Modality</b>	UNIVOL, In-country
<b>Assignment Number</b>	42019
<b>Country</b>	Timor-Leste
<b>Location</b>	Dili
<b>Partner Organisation</b>	United Nations Development Program (UNDP) - KJFL
<b>Duration</b>	10 months

## Sustainable Development Goals



## Business Development Partner



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## 1. Partner Organisation Overview

### 2. Assignment Overview

Knua Juventude Fila-Liman (KJFL) is a one-stop-shop platform for youth innovation, employment, entrepreneurship, and leadership. KJFL was launched on the 16th of August 2017 and is managed and sponsored by UNDP Timor-Leste. It is a public-private partnership focused on two main pillars: youth voices and opportunities.

While providing an integrated end-to-end support service from idea generation, start-up to scale-up, youth are also engaged in mentorship programmes, focus groups and trainings which shape positive behavioural changes and develop citizenship. Services provided include training and incubation, business registration and legal advice, financing and financial literacy, innovation camps and challenges, research and leadership development, internships and employment opportunities, internet access and online learning, and E-Market platform connecting demand to supply for skills, services, and products. KJFL's goal is to transform idle youth to become change-makers and social innovators through leadership and entrepreneurship, tackling challenges and seizing opportunities.

### 3. Goal/Outcomes/Outputs

#### Goal

The UNDP-KJFL team are providing a tourism business entrepreneur programme that supports the development of sustainable tourism businesses for youth.

### **Outcome 1**

Youth within the tourism sector are accessing the Loan Guarantee Scheme (LGS) from the Ministry of Tourism Trade and Industry (MTCI) the Loan Value Grant (LVG) from UNDP Timor-Leste, and the Support Entrepreneurship and Employment to Women and Youth "SEEWAY" Project.

Together with the UNDP-KJFL team:

- Conduct 'Social Business Camps' focusing on tourism sector business development.
- Assist with proposal development and business plan development for tourism related businesses.
- Support youth tourism businesses to meet grant requirements.
- Support with English writing proposal to the UNDP grant recipients.

### **Outcome 2**

Youth are guided on business ideas through technical assessments and tourism business advice.

Together with the UNDP-KJFL team:

- Conduct site progress assessments for tourism related businesses.
- Provide recommendation/feedback following assessments.
- Refer youth to relevant stakeholders for further support as required (e.g. MDF, Tourism for All, Asia Foundation)

### **Outcome 3**

Regular activities and events support tourism business entrepreneurship development.

Together with the UNDP-KJFL team:

- Coordinate with 'Youth Business' to attend night markets hosted by UNDP-KJFL or other stakeholders.
- Organise tourism sector entrepreneurship talks.
- Support the implementation of business networking in the tourism sector.
- Support business registration for tourism businesses.

## **4. Reporting, Working Relationships and Capacity Building**

The volunteer will report directly to the Programme Coordinator. The volunteer will be accountable to the Deputy Resident Representative.

On a day-to-day basis, the volunteer will work closely with the KJFL-UNDP team to develop opportunities for the development of youth entrepreneurship in the tourism sector. Through linking the business development programmes established under the UNDP-KJFL project, youth will benefit from tourism specific advice and mentoring within existing programme activities, with the aim of increased involvement of youth in tourism businesses.

The volunteer and UNDP/KJFL 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

- Degree Business or qualification in Tourism
- Basic understanding of business development plans
- Strong interpersonal skills and the ability to work effectively in a team, collaborating with fellow volunteers, staff, and community members.
- Strong written language skills for writing news articles, and other materials
- Ability to adapt to changing conditions and solve problems as they arise, sometimes in outdoor and remote settings.
- Ability to at times take the lead on new and existing projects, demonstrating self-starting qualities.

#### Desirable

- Ability to organise a workshop.
- Knowledge in Business and Marketing

### Personal Specifications

#### Essential

- Strong coordination and networking skills
- Time management skills
- An ability to mentor and coach others
- Patient, reliable and accountable

#### Desirable

- Eagerness to take on challenging but rewarding work
- Enthusiasm for learning new skills and adapting to new situations
- Openness to receiving and incorporating feedback from others
- A sense of humour to maintain morale and foster positive relationships with colleagues and community members
- Strong time management skills to balance various tasks and responsibilities across different organisations

## 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

While In-country volunteer will be based in Dili and will undertake some travel to some of the Municipalities for the purposes of training and monitoring activities. The volunteers will travel with UNDP/KJFL staff.

UNDP/KJFL staff and the volunteer will stay in guest houses close by for training and monitoring purposes. All travel costs and accommodation costs will be covered by UNDP based on standard rates.

The UNDP/KJFL Office has space with desk, and air conditioning, UNDP can provide computer if it is available but the volunteer will be required to bring their own computer.

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### 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

Partners or dependent children cannot accompany UniVols.

#### Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers 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.*