


# VSA Assignment Description

<b>Assignment Title</b>	Contents and Publication Adviser
<b>Assignment Modality</b>	Standard, in-country
<b>Assignment Number</b>	42116
<b>Country</b>	Timor-Leste
<b>Location</b>	Dili
<b>Partner Organisation</b>	CARE International, Timor-Leste
<b>Duration</b>	8 months
<b>Sustainable Development Goals</b>	
<b>Business Development Partner</b>	N/A

## 1. Partner Organisation Overview

CARE International, Timor-Leste (CITL) works to end poverty and bring about lasting, sustainable development in Timor-Leste placing special focus on enhancing the roles of women and girls to assure their equality in society. CITL works with communities in Timor-Leste to encourage demand for higher quality education, health care and other community services. Care International has been working in Timor-Leste for over 25 years.

Timor-Leste has made great gains in education since Independence in 2002, however low literacy and numeracy and high repetition rates remain a reality for many Timorese. 30% of men and almost 40% of women over the age of 15 are illiterate, while 70% of Grade 1 students and 40% of Grade 2 students cannot read any words in either Tetum or Portuguese.

Supported by the New Zealand Ministry of Foreign Affairs and Trade, CARE International in Timor-Leste supports Timor-Leste's Ministry of Education, Youth and Sport (MOEYS) to promote the development of the education sector, improve children's learning outcomes and strengthen families' social and economic wellbeing through Lafaek Learning Media. The four Lafaek magazines are the only reading material that reach all schools, students and communities in the most rural and disadvantaged areas and have become an important supplementary learning material for students, teachers, and communities across the country. Developed in collaboration with the MOEYS, the Lafaek magazines align with the national curriculum and focus on improving literacy, numeracy and critical thinking; disability inclusion and girls' leadership; teaching methodologies; and household practices in agriculture, health, nutrition, inclusion and more.

Currently, Lafaek is undergoing a significant transition towards becoming a foundation while striving to enhance its economic diversification further to advance the skills and quality of its products. Our primary focus is to build digital capacity to expand the reach of Lafaek's products, including print magazines, storybooks, and digital content, to broaden our reach and improve our sustainability. Moreover, we are committed to developing Lafaek magazine and digital products that cater not only to children in Timor-Leste but also to a global audience through innovative print and digital formats.

## 2. Assignment Overview

At Lafaek, we aim to improve children's learning outcomes by developing children's books, including storytelling techniques and creative writing for young readers. To achieve this goal, the Lafaek production team needs mentorship and training to strengthen its capabilities in creating educationally valuable and culturally relevant content. With the support of this new VSA volunteer, the team believe that Lafaek will be able to optimize this developmental process and meet strategic expectations, thereby enhancing the sustainability and competitiveness of the products in the global market, both in print and digital formats with a focus on high-quality content and expanded outreach.

The VSA volunteer would be pivotal in supporting Lafaek's strategic objectives by providing the mentorship, expertise, and capacity-building necessary for the team to use storytelling and creative writing to develop products that will be a good fit for the global markets. Moreover, by empowering the Lafaek production team to refine print and digital content, the volunteer will contribute to building sustainable internal capacity, thereby ensuring that Lafaek can continue producing culturally relevant and impactful materials for a wider audience.

This support will ultimately help the team achieve overarching mission of improving literacy and educational outcomes for children while promoting social inclusion and learning beyond national borders

## 3. Goal/Outcomes/Outputs

### Goal

Success for this assignment would be defined by measurable advancements in both the quality and scope of Lafaek's educational products, along with the strengthened capacity of the internal production team.

### Outcome 1

Enhanced Quality of Lafaek's Educational Content

The volunteer will support the content creation team to ensure that high-quality children's stories or educational articles are published by:

- Conducting content review and quality assessment sessions with the Lafaek production team to identify current gaps and areas for improvement.
- Delivering training on storytelling techniques, creative writing for children, and visual communication strategies.
- Supporting the creation of children's books, magazine articles, and digital educational materials.
- Developing guidelines for the production team.

### Outcome 2

Increased Capacity of the Production Team

Together with the Lafaek magazine team;

- Facilitate feedback sessions and workshops to build story telling skills.
- Develop training materials covering storytelling, content design, and audience engagement.
- Conduct training sessions with at least 70% of the team with a view to improving content creation
- Develop a digital and print production training manual for long-term use, providing training and incorporating feedback from participants into the manual.

## 4. Reporting, Working Relationships and Capacity Building

Capacity Building and Shared Learning Strategy This mentorship will empower the production team to independently create culturally relevant and educationally impactful content, ensuring ongoing quality and sustainability after the mentorship concludes.

By enhancing storytelling skills and creative writing techniques, the team will contribute to improved literacy and learning outcomes for children in Timor-Leste.

The volunteer will report directly to the Lafaek Production and Publication Manager and will be accountable to the Lafaek Project Manager. On a day-to-day basis, the volunteer will predominately work with the Lafaek Production and Publication manager and the staff from Content Development team.

The volunteer and CARE International 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 conducting training workshops and mentoring creative teams, focusing on enhancing content development, storytelling, and multimedia production skills.
- Demonstrated experience in managing complex projects, ensuring deliverables are met on time and within scope, and ability to work with cross-functional teams.
- Ability to effectively communicate and collaborate with teams and stakeholders from diverse cultural backgrounds, adapting communication style to the local context.

#### Desirable

- Extensive experience developing and producing digital and print products using storytelling and creative writing.
- Previous experience developing or implementing content addressing gender equity and social inclusion in contexts like Timor-Leste.

### Personal Specifications

#### Essential

- A strong ability to empathize and connect with team members, understand their needs and challenges, and show patience in guiding them through complex learning processes
- Ability to adapt to changing circumstances and new environments, demonstrating resilience and flexibility in approach.
- Respect for and openness to diverse perspectives, with an understanding of local cultural dynamics and practices in Timor-Leste
- Ability to build trust and establish strong working relationships through clear, effective, and collaborative communication.

## Desirable

- A proactive approach to problem-solving and a willingness to explore creative solutions in content development and digital transformation.
- Ability to take initiative, work independently when needed, and show a strong sense of responsibility in achieving project outcomes.
- A genuine commitment to improving educational opportunities and outcomes for children, with an enthusiasm for making a positive impact through education and media

## 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

### Workplace Location and Surrounding Area:

#### 1. Location:

The LAFAEK Learning Media Project office is located within the CARE International in Timor-Leste Headquarters, situated in the capital city of Dili.

The office is centrally located, providing convenient access to key amenities, government offices, and partner organizations.

CARE in Timor-Leste Bairro Pite,

P.O. Box 265, Aldeia Rio de Janeiro, Dili

Hours: Monday -Friday 8:30 AM-5 PM

Phone: 332 1407

<https://care.org.tl/contact-us/>

#### 2. Surrounding Amenities:

- Supermarkets and Local Markets: The office is within a short distance of several supermarkets (e.g., Timor Plaza, Kmanek, Leader Supermarket) and traditional markets where staff and volunteers can purchase groceries and daily necessities.

- Restaurants and Cafés: A variety of restaurants, cafés, and small eateries are available nearby, offering a mix of local and international cuisine.

- Medical Facilities: Several reputable clinics and pharmacies are accessible within the area, such as The Bairopite Clinic and can be access to Hospital Nacional Guido Valadares.

- Banks and ATMs: Major banks such as ANZ, BNU, BNCTL, BRI and Mandiri are located within the vicinity, ensuring easy access to banking and financial services.

#### 3. Transport Options:

- Public Transport: Public minibuses ("mikrolét") are widely available and affordable, connecting different parts of the city. However, they may not always operate on a fixed schedule and can become crowded.

- Taxis: Taxis are another common mode of transport, but it is recommended to negotiate fares in advance, as meters are not typically used.

- Private Transport Options: Motorbike rentals and private car services are popular for those who prefer independent transportation.

#### 4. Safety and Security Considerations:

Dili is generally considered safe for expatriates and volunteers, but like any urban area, there are a few safety considerations to keep in mind:

- **Street Safety:** Petty crimes, such as theft and pickpocketing, can occur, especially in crowded areas or at night. It is advisable to avoid walking alone late at night and to keep valuables secure.
- **Road Safety:** Traffic in Dili can be unpredictable, and road conditions vary. Defensive driving is recommended, and volunteers should wear helmets if using motorbikes.
- **Political Sensitivity:** Occasionally, political demonstrations or events can occur, but they are typically peaceful. Volunteers are advised to stay informed and avoid large gatherings during such times.

#### 5. Cultural Considerations:

Dili is a multicultural and welcoming city, with a mix of local Timorese and expatriate communities. Volunteers are encouraged to respect local customs, dress modestly, and be mindful of cultural sensitivities, particularly when engaging with the local community. Overall, the workplace is in a convenient and accessible location, with the necessary amenities and support to ensure the safety and well-being of volunteers while they contribute to the LAFAEK Learning Media Project.

#### Workplace Description:

The LAFAEK Learning Media Project operates within the CARE International in Timor-Leste Headquarters in Dili, which is a well-structured, professional office environment designed to facilitate collaborative work and creativity. The office is equipped with modern amenities to support both local and international staff in achieving project goals. Below is a detailed description of the workspace:

##### 1. Office Space:

- The office is organized into various sections, including designated workstations for individual staff members, shared meeting rooms, and common areas for team collaboration.
- **Open-Plan Design:** The workspace features an open-plan layout that encourages communication and teamwork, with separate sections for different project teams (e.g., production, content development, administration).
- **Meeting Rooms:** There are several meeting rooms equipped with projectors and whiteboards, used for training, brainstorming sessions, and partner meetings.
- **Creative and Media Room:** The LAFAEK team has access to a creative media room equipped with graphic design software, photography equipment, and a library of educational resources.

##### 2. Desk and Office Facilities:

- Each staff member, including volunteers, will have a dedicated desk space complete with ergonomic chairs, desk organizers, and lockable drawers for personal storage.
- **Computers and Laptops:** The organization provides desktop computers or laptops with the necessary software installed for content development, graphic design, and data management.
- **Printers and Scanners:** Shared printing and scanning facilities are available for document processing.

##### 3. Air Conditioning and Ventilation:

- The office is fully air-conditioned, providing a comfortable work environment throughout the day, especially during the hot and humid months in Timor-Leste.
- Each room is equipped with adjustable air conditioning units, ensuring that staff can control the temperature as needed.

##### 4. Internet Access:

- **High-Speed Internet:** The office has reliable high-speed internet, which is crucial for digital content creation, video conferencing, and research.
- There are multiple Wi-Fi access points throughout the building to ensure strong connectivity in all areas, including meeting rooms and common spaces.

##### 5. Number of Employees:

- The LAFAEK Learning Media Project team typically consists of around 20-25 staff members, including editors, illustrators, graphic designers, photographers, content developers, and administrative support staff.
- The broader CARE International office includes additional staff from other projects and departments, resulting in a dynamic and diverse working environment.

#### 6. Common Areas and Facilities:

- Break Room: The office has a shared break room equipped with a refrigerator, microwave, and coffee/tea facilities, providing a comfortable space for staff to relax during breaks.
- Lounge Area: There is a small lounge area for informal discussions and team interactions.
- Safety Facilities: The office is equipped with first-aid kits, emergency exits, and safety instructions to ensure a secure working environment for all staff.

Overall, the workplace offers a professional, well-equipped, and comfortable setting that is conducive to productivity and creativity. The supportive and collaborative office culture at LAFAEK encourages teamwork and innovation, making it an ideal environment for volunteers to contribute meaningfully to the organization's goals.

### **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.*