

# VSA Assignment Description

<b>Assignment title</b>	Radio Broadcasting Technical Adviser
<b>Country</b>	Timor-Leste
<b>Location</b>	Dili
<b>Partner organisation</b>	Pixelasia - M3 Radio
<b>Duration</b>	Four months



Sustainable Development Goals

40963

## 1. Assignment goal

M3 Radio broadcasting equipment and systems are working efficiently and Pixelasia staff are confidently updating and maintaining them.

## 2. Assignment outcomes

### Outcome 1

Pixelasia staff are able to identify faults in equipment, and when system updates are required.

#### Outputs

- Assess existing technical effectiveness, equipment faults, and systems to be updated
- Assess staff knowledge and capacity to identify and address faults and updates
- Mentor crew to identify and address faults and updates
- Work with crew to develop a plan to ensure broadcasting equipment is appropriately maintained and fully functional

### Outcome 2

Pixelasia staff are able to repair, and when required install and maintain, new equipment and systems.

#### Outputs

- Collaborate with the crew to repair equipment and source reliable technical components from suppliers
- Coach and mentor the crew to install and maintain the equipment and update related systems as required

### Outcome 3

Staff from community radio stations in Dili and beyond attend a workshop to improve their skills in identifying faults, repairing equipment, installing, maintaining and updating new equipment and systems.

- Develop and facilitate an interactive workshop on identifying faults, sourcing equipment, installing, maintaining and updating equipment and systems for community radio stations all over the country
- Evaluate and report on the success of the workshop

**As needs on-the-ground may change over time, the volunteer is encouraged to review and update the assignment description in consultation with the partner organisation and VSA Programme Manager.**



### 3. Reporting and working relationships

The volunteer will report directly, and be accountable, to the Director of Pixelasia. The volunteer will work most closely with the Radio Operator, Radio Assistant Operator, and the Radio Content Manager.

The volunteer and Pixelasia will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

### 4. Capacity building

The volunteer will be demonstrating, coaching, and mentoring Pixelasia staff through the process of technical assessment, sourcing and installation of equipment. The volunteer will also have the opportunity to build capacity more broadly when collaborating with Pixelasia staff to develop and facilitate a workshop on identifying faults, source equipment, install, maintain and update equipment and systems with community radio stations.

### 5. Person specifications (professional)

#### Essential

- A qualification or equivalent experience as a radio broadcasting technician
- Experience in training, mentoring and coaching technicians
- Experience developing radio programming

#### Desirable

- Community radio station management

### 6. Person specifications (personal)

#### Essential

- Patience
- Ability to work in a technically challenging environment and to improvise
- Team Player



## Additional information

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### Residency status

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

### Partner organisation

The volunteer's partner organisation will be PixelAsia.

### 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

Volunteers with accompanying partners or dependents will not be considered for this short-term assignment.

### Fundraising

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

### Vaccination requirements

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.

### Volunteer package

The volunteer's package includes the following:

- **Living allowance** - The volunteer will receive a daily living allowance of NZD57.00
- **Accommodation** - Basic, comfortable furnished accommodation will be sourced by VSA.
- **Airfares and baggage allowance** - VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment.
- **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 prior to departure.**

### Attachments

Appendix 1: Background to the assignment

Appendix 2: Living situation

Appendix 3: Timor-Leste

## Appendix 1: Background to the Assignment

### Assignment focus

Pixelasia is producing and running M3 Radio, Timor-Leste's first international and only English Community Radio Station. In order to be more professional and, in the long-term, commercial the Radio station is in urgent need of a technical upgrade (mast, antenna, transmitter, broadcasting system). Pixelasia has the funds to buy new equipment and the staff with basic technical knowledge to run the station, but has not been able to find a professional and reliable technician in-country to assist with this upgrade.

Pixelasia through M3 Radio has a strong desire to focus on educational projects, combining these with entertainment. The Radio is the perfect platform to spread knowledge and entertainment in English to a wide audience. M3 Radio is broadcast Dili-wide every day from 7am to 9pm. With reliable and up-to-date technical equipment, more sponsors and clients can be approached to create content and to broadcast.

Broadcasts are mainly music and entertainment programmes, but volunteers are also encouraged to host shows. Pixelasia would like to take this further and develop more educational concepts, e.g. "Learn English with song lyrics", "The history of pop..."

There are current private sector sponsors as well as potential sponsors that have shown interest but Pixelasia would like to become more established in terms of marketing and creating reliable schedules.

<https://www.facebook.com/M3Radio>

This volunteer assignment will focus on addressing the technical challenges of operating a radio station in Timor-Leste. This will involve mentoring staff to troubleshoot and develop solutions to technical problems as they arise, identifying when updates are required, sourcing and installing and maintaining equipment. In order to ensure that the benefits of the volunteer's experience are sustainable and spread across radio technicians and broadcasters in Timor-Leste, the volunteer will work with Pixelasia staff to develop and facilitate a workshop on maintaining effective broadcasting equipment and systems for radio stations across the country.

### Pixelasia

Pixelasia was founded in December 2011 in Dili. It is a for-profit audio-visual production company that focuses on reflecting the social, economic and cultural development of Timor-Leste. It comprises of a mix of local Timorese and expatriates (from Germany, Japan, Australia & Indonesia)

#### Vision

"We want to capture the unique spirit of Timor-Leste by creating images and sounds and bringing them to the world"

#### Mission

The creation of audio-visual content in and about Timor-Leste for international and local NGOs, the Government and the Timorese private sector, with the goal to promote Timor-Leste to a national and international audience, at the same time building capacities in the media sector.

#### Objectives

1. Capacity building local Pixelasia staff (and potentially others involved in media production in Timor-Leste) to independently produce quality audio-visual programmes
2. Produce a variety of locally made educational programmes including behaviour change campaigns commissioned by the Timorese Government, international and local NGOs, Embassies or companies (e.g. ILO Youth Employment Project movies, Family Planning and Sanitation movies and workshops)
3. Build a foundation for a film industry in Timor-Leste and to actively contribute to the economic development of the country through local employment opportunities
4. Creation of role models and a contemporary culture in Timor-Leste through producing portraits of athletes, singers and artists for a local audience, but also for viewers abroad with the goal to show the "new" Timor-Leste to the world.



5. Showcasing the rich cultural heritage of Timor-Leste, creating pride in Timorese about their own country and culture
6. Establishing a database for the identification and training of potential Timorese actors, speakers and TV / film production crews, in order to create a stronger human resource foundation for the Timorese Film Industry in the future. [www.facebook.com/Pixelasia](http://www.facebook.com/Pixelasia)

### **Working situation**

The volunteer will be based at the Pixelasia office which is situated in Farol, a quiet and safe residential area of Dili, close to the Indonesian Embassy and within walking distance of the New Zealand Embassy. The office is a converted house that comprises an open plan workspace, a separate small administration office, an audio recording studio, kitchen, veranda, additional radio broadcasting room and a radio transmitter room. There is an outside toilet. Also attached to the office is a bedroom with ensuite for Pixelasia guests. The office is air-conditioned.

Work hours are Mondays to Fridays from 8.30am to 5.30pm inclusive of a lunch hour. In addition, there will be flexible hours in the evening or weekends when event schedules require it. Time off in lieu will then be provided to the volunteer for after-hours work.

At the office, the volunteer will have a desk space, and access to a shared printer and scanner. An internet connection is available (via external modem/dongle, one of which will be provided to the volunteer for work purposes). An I-mac computer will be provided. There is a shared scooter and car for work related activities.

Pixelasia currently has ten local staff including a camera person, editors, production assistants and a production coordinator. Additional production assistants are to be recruited to develop an event team. Pixelasia has also worked together with over 30 freelancers to do promotions for their clients. English is the language used at Pixelasia, with occasional translations to Tetun.



## Appendix 2: Living Situation

### Dili

A variety of consumer goods catering to the taste of Western expatriates can be found in the supermarkets and restaurants, although prices can be high and supplies intermittent. There are many local eating places (warungs) that offer cheap meals and takeaways. Local markets are a good source for abundant cheap fruit, vegetables and a range of household goods, as well as second hand clothing. New clothing is available, but generally limited to small sizes. Cotton/linen loose modest clothing is suggested. There are many street stalls selling second-hand clothes around Dili.

The use of mobile phones is the predominant and preferred mode of communication. There are three telecommunications providers for mobile phones/internet in Timor-Leste. Internet is via 3G modem. Phone calls into Timor-Leste from New Zealand are expensive but calls out of Timor-Leste to New Zealand are much cheaper. Skype is the cheapest method of communication but slow internet impacts on this.

Volunteers are issued with SIM cards upon arrival to facilitate ease of regular communications within and outside of Timor-Leste. Pre-pay refill cards (palsa) are widely available for purchase. VSA has a mailbox for incoming mail for the slow and sometimes unreliable mail delivery system. DHL is a more reliable way of sending and receiving packages, but a lot more expensive.

Transport by taxi or minibus (microlets) is relatively cheap and widely available. Many volunteers choose to buy a bicycle, scooter or motorbike during the course of their assignment. Good quality helmets are not easily available, so bring a NZ safety standard helmet. Reliable cars are difficult to find and prohibitively expensive for most volunteers.

The Dili National Hospital provides some level of emergency care although the quality is poor. VSA's insurance cover provides for treatment of serious illnesses and medical evacuations outside the country, usually at a hospital in Darwin. VSA volunteers use a private medical company in Dili (Stamford Medical) to provide general consultations, referrals and emergency care in preparation for evacuations.

Shared accommodation, with another another, will be provided by VSA within the community, with basic furnishing including a fridge and gas cooking rings. Kitchenware and general household items are readily available in Dili and can be purchased by the volunteer from their establishment grant. Air conditioning may be an option, but generally fans are used in local houses. The electricity supply is subject to occasional outages (two to four hours), but supply has vastly improved in recent years. Due to a potential increase in the number of volunteers been located in Districts and needing to regularly return to Dili for meetings, supplies and R & R you may be asked to share your accommodation with other visiting volunteers.

Tetun (with over 30 dialects) and Portuguese are Timor-Leste's official languages. Bahasa Indonesia is also widely spoken. English is becoming very popular to learn, especially amongst young people who are very keen to practise their English. Volunteers are expected to learn basic Tetun for community integration and workplace effectiveness. Attending Tetun classes is part of your in-country orientation and ongoing tuition, if required, is provided by VSA.



## Appendix 3: Timor-Leste

Timor-Leste, a tropical island nation of great natural beauty, provides volunteers with exciting opportunities to work alongside Timorese people in government, the private sector and with local urban and rural NGOs, to support the economic, social and environmental development of this new country.

Timor-Leste is one of the world's newest nations and the newest in South East Asia, with a history of colonisation and occupation leading to independence in 2002. As a young nation, Timor-Leste has moved from a post conflict fragile state to quickly transitioning as a developing resilient nation. Timor-Leste is now focused on building its governance and public service delivery, improving and rebuilding infrastructure, reversing economic hardship and poverty, along with improving education and health.

The Millennium Development Goals, and now a Timor-Leste Global Sustainable Development Goal Road Map, are guiding Timor Leste's development alongside its National Strategic Plan 2030. The ratification of a significant number of UN Conventions is enhancing the development of laws and policy. Timor-Leste is striving to improve its human rights awareness and the wellbeing of women and children and is starting to deliberate on climate change and environmental sustainability, three cross cutting issues VSA supports.

Timor-Leste has a young population (62% under 25) meaning there can often be a lack of experience in key positions in all sectors of the workforce. VSA volunteers are in a good position to work alongside and up-skill these dedicated, optimistic and driven young professionals who are working to rebuild their nation.

### NZ in Timor-Leste

In response to rising tensions related to the struggle for independence the New Zealand Defence Force (NZDF) personnel went into East Timor (as it was previously named) in September 1999 to restore peace and security as part of a multinational force (known as INTERFET) sanctioned by the United Nations. New Zealand personnel then continued to serve in East Timor as part of a United Nations peacekeeping force (known as UNTAET). New Zealand's approach resulted in local people having a high regard for the way 'Kiwis' respectfully interacted with the Timorese and 'got stuck in to get things done'. The NZ Defence and Police Forces now support their Timor-Leste counterparts in capacity building under the NZ Aid Programme.

NZ's positive reputation continues through the NZ MFAT Aid Programme, supporting sustainable development through the NZ Embassy, the NZ Police and Defence Force, along with VSA. These NZ bodies work collaboratively under what is known here as NZINC.

### VSA in Timor-Leste

VSA commenced its programme in Timor-Leste in 2002. Volunteers were placed to help build individual and organisational capacity in the agriculture, health and education sectors. At the outbreak of conflict in April 2006 VSA, along with other international development and humanitarian agencies, suspended its programme recalling its volunteers to New Zealand.

VSA returned to Timor-Leste in November 2008 with a focus on strengthening the capacity of Timorese public, private and civil society organisations. This focus supports the wider New Zealand government's Overseas Development Assistance (ODA) objective of supporting sustainable economic growth, human development, law and justice and resilience in developing countries, through MFAT.

Currently, VSA volunteers work with a variety of public, private and civil society organisations based in Dili. VSA's goal of expanding the programme to district level infrastructure continues to progress during 2017-2018. VSA has a Memorandum of Understanding with the Timorese government, which outlines our relationship of supporting capacity building in Timor-Leste.

### General Security

As in other countries, volunteers are required to be security conscious and adhere to the advice of their partner organisations, the VSA Programme Manager and the NZ Embassy in Dili on security matters. If there is a major emergency or should security deteriorate, VSA has established evacuation procedures and volunteers will be fully





supported by the field staff in Dili and the NZ Embassy. On arrival in country, the VSA field staff in Dili will go through the ground security measures with volunteers and develop individual security plans.

It remains good practice to secure belongings and valuables out of sight, not to flaunt perceived 'wealth', and to dress appropriately, as sexual harassment and violation are a risk. Moving about alone at night, demonstrations, street rallies and public gatherings should be avoided.

Building relationships and friendships with your Timorese neighbours, local community, and colleagues, all help with having an enjoyable, constructive and safe time in Timor. A smile and attempts at greeting in Tetun go a very long way. Timorese people are extremely welcoming and friendly.

**For more information on Timor-Leste refer to:**

- Timor-Leste government website <http://timor-leste.gov.tl/?lang=en>
- Economic overview <http://www.worldbank.org/en/country/timor-leste/overview>
- Development overview [http://www.tl.undp.org/content/timor\\_leste/en/home/countryinfo/](http://www.tl.undp.org/content/timor_leste/en/home/countryinfo/)
- New Zealand Aid Programme in Timor-Leste <https://www.mfat.govt.nz/en/aid-and-development/our-work-in-asia/aid-relationship-with-timor-leste/>
- Timor-Leste's official tourism website <http://www.timorleste.tl/>



Map courtesy of ezilon.com