



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteer even more rewarding and productive.

1. **UNV Assignment Title:** Electoral Officer
2. **Type of Assignment:** International UN Volunteer
3. **Project Title:** UNV Assistance to UNMIT
4. **Duration:** 6 months (with possibility of extension)
5. **Location, Country:** Timor Leste (exact duty station will be determined upon arrival and can change in course of assignment; volunteer may be required to work anywhere in area of operations, including in remote locations)
6. **Expected Starting Date:** July 2011
7. **Brief Project Description:** To assist UN Electoral Support Team (UNEST) in effectively advising the National Electoral Commission (CNE) and STAE national counterparts in all **13 districts** in regards to the preparation, organization, conduct, monitoring and supervision of the 2012 National Elections. Monitoring on the activities of field officers and assisting them in terms of providing administrative support is a challenge to the Electoral Team.
8. **Host Agency/Host Institute:** United Nations Integrated Mission in Timor-Leste (UNMIT)
9. **Organizational Context:** UNMIT was established in 2006, succeeding the previous UN Missions (in chronological order) UNAMET, UNTAET, UNMISSET and UNOTIL, under the auspices of the UN Department of Peacekeeping Operations (DPKO). From 2008 the electoral assistance is provided to the national institutions in an integrated manner through the UN Electoral Support Team – UNEST - (UNMIT – UNDP).
10. **Type of Assignment Place:** Assignment without family
11. **Description of tasks:**

Within the terms of the organization's delegated authority, and under the direct supervision of UNEST Management Team, the UN Volunteer will undertake the following tasks:

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- Provide support to the Electoral UN Volunteers in the districts.
- Compile electoral related information to produce UNEST monthly newsletter.
- Organize an updated media database.
- Provide ad hoc reports as requested
- Assist/back-up with the processing of MOPs (Movement of Personnel) and other related documents.
- Work in close communication with the other UNEST electoral advisers.
- Provide continuous advice and guidance to Electoral UN Volunteers with respect to operations and logistic, processes and practices.
- Manage and update the operational plan including delivery, retrieval, deployment and communications.
- Compile electoral related information from the districts to produce weekly reports.
- Update Emergency Evacuation database for the district staff.
- Assist the CNE and STAE district national counterpart in monitoring all electoral preparations, implementation and electoral activities for the district polling centers,
- Ensure that the international principles on elections are fulfilled during the electoral process at district level.
- Assist UNEST, CNE and STAE in all the CNE and STAE activities in the districts.
- Assist the CNE in the supervision of the polling centers in their assigned area and ensure that all activities comply with operational plans and procedures.
- Write periodical reports and Situational Reports on their district.
- Provide continuous advice and guidance to Electoral UNVs with respect to operations and logistic, processes and practices.
- Manage and update the operational plan including delivery, retrieval, deployment and communications.
- Update Emergency Evacuation database for the district staff.
- Conduct additional tasks as required by the EST Management Team.

Furthermore, UN Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country; network and build relationships with local organizations, groups or individuals, and support and/or participate in local volunteering initiatives; reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.; initiate and/or participate in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Promote or advise local groups on the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible;
- Encourage, mobilize and support co-workers, fellow UN Volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discuss with supervisors how volunteerism for peace and development can be mainstreamed in the assignment and integrate activities promoting volunteerism for peace and development into work plans;
- Assist with the UNV “buddy programme” for newly arriving UN Volunteers.

12. Results/Expected Outputs:

- Timely, responsive, balanced, objective and high-quality administrative and logistical support provided in the field of electoral activities.
- All electoral matters recorded and compiled at the end of the electoral mandate.

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- Timely, responsive, balanced, objective and high-quality inputs delivered to UNEST/UNMIT
- A final statement of achievements towards volunteerism for peace and development during the assignment.
- Operation plans fully functional.
- All UN assets retrieved after the completion of mission mandate.
- Lessons learned in terms of managerial issues presented.

13. Profile Requirements:

a) Qualifications, skills, experience:

- University degree or diploma in Social Sciences or other relevant fields.
- A minimum of three years experience in electoral operations or administration and familiarity with election related legislation and international standards in the election field.
- Prior experience in post-conflict countries and experience in Timor-Leste would be an asset.
- Proficiency in Microsoft applications; Word, Excel, Access and PowerPoint.
- Good command of written and spoken Portuguese and English. Tetum or/and Bahasa Indonesia would be an asset.
- Cultural and political sensitivity and an ability to meet deadlines.
- Capacity to travel, live and work in difficult conditions.
- Ability to work well under pressure.
- A valid national driver's license, the ability to drive a 4 wheel drive vehicle and driving in rough off road conditions is required.

b) Competencies and values:

Team Work: Ability to work effectively with the least available resources; ability to work in the remotest areas and ability to work transparently without being politically affiliated; ability to establish and maintain effective professional relations with representatives of the civil society, local governments, media and other target groups with sensitivity and respect for cultural and gender diversity.

Communication: Excellent interpersonal, oral and written communication skills.

Creativity: Takes interests in learning new things.

Professionalism: Ability to prioritize work and meet deadlines.

Organizational skills: Ability to work under pressure, willingness to work flexible hours and visit remote areas

Commitment: Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values

Others: Possession of a national driving license with experience of driving 4x4.

14. Living Conditions:

The Timor Island is part of the Australian continental shelf. Timor-Leste is half of a tropical island characterized by a rugged mountain chain running east-west that divides the country into a generally hotter north coast and a milder south coast. The capital city Dili is located in the north.

Climate: The climate along the coasts is relatively hot year round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

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Health: UNMIT has a medical clinic that is accessible for all UNMIT staff members. The clinic has doctors, nurses, a dentist and full laboratory services. In addition, there are four Regional Support Centers (RSCs); each of the RSCs has a medical clinic with a doctor and nurse staffed. There are also national hospitals in Dili and some of the district capitals, as well as Australian and Cuban doctors. In case of emergency, there are military hospitals, such as that of the International Stabilization Forces (ISF), or patients can be referred to Darwin, Australian for major surgeries or test.

Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China.

Dili has a large number of restaurants, cafes and bars. There is a variety ranging from Australian, Portuguese, Brazilian, Thai, and Vietnamese, Chinese, Japanese, and Indonesian food. You can also find several local eating places that are much cheaper. The price range for a meal can range from \$3 to \$20+.

Telecommunication: The only telecommunications provider available in the country is Timor Telecom, it can be used in Dili and in the regions. Sim cards cost \$3 and recharge cards range from \$1 to \$50. In addition, when you check into the mission, you will be provided with a PIN code enabling you to make international calls. The charges from these calls will be deducted from your monthly VLA. The charges range from \$0.10c to \$0.20c per minute.

Hotels: Upon arrival, UNV Support unit will help arrange your accommodations at your expense. Most of the hotels / motels in Dili are aimed at international staff and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms.

Accommodation: Expect that your accommodation will range from the very basic to adequate, although some private houses in Dili have been renovated to a reasonable or even considered 'luxurious' level of comfort. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level, particularly in the districts that suffered the most devastation during September 1999.

15. Conditions of Service:

Contracts are issued for 6 months at a time (renewable pending operational necessity and satisfactory performance). Settling-In-Grant is provided. Monthly Volunteer Living Allowance (VLA) is intended to cover housing, utilities, and normal cost-of-living expenses. VLA rates are US\$2,151 (single), US\$2,401 (1 dependant) and US\$2,601 (2 or more dependants). Life, health and permanent disability insurance is included, as well as periodic home leave, final repatriation, and resettlement allowance (US\$ 150 per month of satisfactory service).

15. Application

If you are not yet registered in the UNV database, please apply by registering your profile at <http://one.unv.org>.

Important: Please select the following code from the drop down menu on the first page of the registration form: "11TIM_ELO".

If you are registered in the UNV database, please update your profile through <https://myprofile.unv.org> and then send your UNV ID number by email, and with "11TIM_ELO" in the subject field of your message, to: volvacancy@unvolunteers.org

The United Nations Volunteers programme is committed to ensuring gender equity among UNV volunteers and welcomes applications from women.

Deadline for receiving applications: 30 April 2011

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