

JOB DESCRIPTION

Government and Partnership Liaison Specialist

Position title	Government and Partnership Liaison Specialist
Location	Dili, Timor-Leste
Reports to	Chief of Party (COP)
Grade	7 Step 1
Salary	US\$1,227 per month
Position type	1 Year
Start date/timeframe	1 st April 2023

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

1.2 About the programme

CARE International in Timor-Leste will implement an extension to the United States Department of Agriculture (USDA) funded HATUTAN Program, to build a partnership between schools and their communities to improve literacy, learning, health and nutrition for children and adults in the municipalities of Ainaro, Ermera, Oé-cusse and Manatuto. The program partners with the Ministry of Education, Youth and Sports (MEJD) as the lead Ministry to strengthen pre-school and primary school performance in literacy, health and nutrition and support the full implementation of the government school feeding program. The HATUTAN Program also works closely with the Ministries of State Administration, Health, Agriculture and Fisheries.

2. The role

The Government and Partnership Liaison position will assist the HATUTAN Program senior leadership in regular communication with the Timorese government officials who oversee or interact with the HATUTAN Program and with NGO or other partners of the program. This position will take the lead on organizing the quarterly meetings of the Program Management Team, a group of government officials who oversee the HATUTAN Education and Nutrition program, implemented by CARE and Mercy Corps in partnership with the Ministry of Education, Youth and Sport (MEYS). The position serves as a central communication link with the four Ministries active with the HATUTAN Program, namely: MEYS, Ministry of State Administration (MSA), Ministry of Health (MOH) and the Ministry of Agriculture and Fisheries (MAF) and supports the HATUTAN field offices' communication with Municipal and Regional Authorities. The Government and Partnership Liaison position will coordinate key program activities such as joint monitoring visits of government officials with HATUTAN staff, high-profile events or workshops and media visits to program activities.

MAIN RESPONSIBILITIES:

Program Management Team Activities and Workplan Consolidation

- Work with HATUTAN technical teams and field offices to complete and approve annual workplans with all relevant government departments and municipal/regional administrations;
- Coordinate with the Ministry of Education, Youth and Sports key offices to schedule quarterly meetings of the Program Management Team including: jointly plan the agenda including workplan review;
 - maintain an updated terms of reference and contact list for the group;
 - serve as the secretariat for the Program Management Team meeting;
 - organize all the administrative support required for the meetings;
 - circulate the approved meeting minutes and
- Coordinate the high-level steering group meeting between the Minister of Education, Youth and Sport and the US Ambassador as the USDA representative in Timor-Leste;

Liaison with Government Officials

- Coordinate HATUTAN's correspondence with the four key ministries and other government bodies such as the Scaling Up Nutrition Movement in the Prime Minister's office and KONSANTIL including delivery of periodic progress reports;
- Support Field Office Managers to correspond with municipal or regional government on monitoring results and key issues for improvement;
- Maintain the files of agreements with government including Memorandums of Understanding or agreements and follow up on any amendments or extensions required;
- Maintain updated contact lists for national, municipal and regional government officials;
- Coordinate government participation on program evaluations or special research studies;

Liaison with NGO and other Potential partners

- Identify and nurture key partnerships with local organizations and/or universities with activities in line with CARE's values and HATUTAN's Program objectives;

- Initiate and lead meetings with HATUTAN partners or potential partners and provide an overview of the HATUTAN Program;
- Develop formal agreements, workplans or Memorandums of Understanding (MOUs) with potential partners in coordination with CARE's Gender and Program Quality Team;
- Support senior program and field staff to manage partner activities including university student internships or contracted technical services;
- Support the program teams to expand partnerships with local organizations in Oé-cusse in gender, livelihoods, WASH and community mobilization activities;
- Coordinate with the CARE Gender and Program Quality Team regarding all potential HATUTAN partnerships ;
- In coordination with the CARE Gender and Program Quality Team, support the technical teams and HR staff to provide orientation or specific training to partners such as on the Child Protection Policy and Prevention of Sexual Harassment, Exploitation and Abuse (PSHEA);

Reporting and Communication Products

- Support the HATUTAN Team to use data to support advocacy on key issues relevant to the program objectives in written communication and meeting talking points;
- Work with the Deputy Chief of Party (DCOP) for Program Coordination to complete the semi-annual government progress report including:
 - gather all the inputs from technical teams
 - write and format highlighted success stories or featured quotes in the report
 - work with administration team and any short-term communications staff to format and print the report
- Ensure HATUTAN semi-annual progress reports are shared with all relevant government offices;
- Work with the Monitoring and Evaluation Program Manager to prepare quarterly reports from field monitoring or other data collection events;
- Assist Chief of Party (COP) and/or CARE's Communication Manager to draft and seek required approvals for media releases for events;
- Maintain archives of all final reports, brochures, posters and training materials published by the HATUTAN Program;
- Maintain archive of selected, quality photographs for use in reports and presentations, ensuring the appropriate consent forms are on file;
- Oversee any temporary communications staff to support workshops or to document program activities;
- Review all program publications and materials for the appropriate branding with USDA logos and government logos when relevant;
- Collaborate with the CARE in Timor-Leste Communications Manager to identify and develop public and donor communication products;
- Collaborate with the CARE in Timor-Leste Communications Manager on HATUTAN's key events and draft postings for the CARE website and Facebook page;
- Organize with the administration staff the translation of key reports and materials and review the quality of the translation and layout prior to publication;

OTHER RESPONSIBILITIES:

- Engage in emergency preparedness and assist in any emergency response as required.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives.
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.

3. Selection criteria

Education and Experience

- University degree in relevant field/disciplines such as communications, community development, administration, program management and related fields and at least 5 years of work experience;
- Previous work in government administration or communications an advantage;
- Previous experience in education, health or food security programs also an advantage;

Knowledge and Skills

- Excellent written and oral communication skills in Tetum and advanced English skills;
- Able to communicate respectfully and diplomatically with high level officials with neat and orderly appearance;
- Strong organizational and administrative skills;
- Very good working knowledge of common office software packages i.e., word processing, spreadsheet, and presentation software
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy.
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities.