

JOB DESCRIPTION

Senior Communication and Liaison Officer

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| Position title | Senior Communications and Liaison Officer-Disaster READY Project (Consortium) |
| Location | Dili (with travel to the AHP agencies field) |
| Reports to | Country Coordinator-Disaster READY Project (Consortium) |
| Grade | 7 step 1 |
| Salary | US \$1,276 per month |
| Position type | 1 year |
| Start date/timeframe | 1 October, 2023 |

1. Background

1.1 About CARE

CARE is an international development and humanitarian organization 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

Project: Disaster READY Project

The Disaster READY project phase two (DR 2.0) is a 4.5 year project implementing in Timor-Leste since July 2022 through a consortium of five International NGOs (CARE, CARITAS Australia, PLAN International, Oxfam, and World Vision Timor-Leste) in partnership with 17 local civil society organizations including RHTO, the national disability Organization and work closely with Civil Protection Authority of Ministry of Interior.

The Disaster READY phase one was successfully completed in June 2022 with a number of key achievements and challenges that informed the design and implementation approach for phase two. Building on the solid foundation established in DR phase one, phase two will continue to build the capacity of communities to be better prepared and more resilient to disasters and climate change. All project partners aim at mainstreaming inclusive approaches in all community-level activities. Working with the organisation for persons with disability (Rae's Hadomi Timor Oan-RHTO) in ten municipalities where Disaster READY partners are operating also helps ensure strong locally-led disability inclusion.

The project has three main outcome areas namely:

Outcome 1: Communities (especially vulnerable groups) plan and implement effective, inclusive and integrated disaster risk reduction and climate change adaptation activities.

Outcome 2: Local civil society actors (NGOs, CBOs, churches, informal groups) have improved institutional and technical capacity to fulfil their role in effective and inclusive disaster preparedness and climate change adaptation.

Outcome 3: National and sub-national governments are supported to lead effective, inclusive, and coordinated disaster preparedness, climate change adaptation and response activities.

2. The role

PURPOSE OF THE POSITION:

The Senior Communications and Liaison Officer will be responsible for supporting AHP agencies Communications areas for Disaster READY Project. The position will work closely with AHP Country Coordinator to ensure effective coordination between AHP (Australian Humanitarian Partnership) Agencies and Civil Protection Authority and other relevant UN/International and National agencies.

The successful applicant will be responsible for overseeing the communications and visibility plan for AHP agencies including Consortium following DFAT guidelines that includes documenting the project's key learning and achievements and alignment with messaging and branding with implementing / consortia partners, donors, government and implementing partners.

The Senior Communications and Liaison Officer will take overall responsibility in planning and implementing of Communications initiatives. This includes leading the DFAT's Communications and Visibility requirements and compliance DFAT visibility guidelines as outlined in the project design.

The Senior Communications and Liaison Officer will be responsible for raising and maintaining the profile of Australian Humanitarian Partnership agencies projects' implementation; promoting the work ensuring all communications are dynamic and responsive to the needs of the AHP Agencies.

The Senior Communications and Liaison Officer will support the AHP (Australian Humanitarian Partnership) agencies Communications Officers in implementing agencies/ consortium members to update Facebook pages and websites; organise key project events; developing and publishing case studies/ stories, impact stories, organise TV talk show based on DFAT guideline and

timeframe; presentations and documents to share about AHP agencies work to internal and external stakeholders.

The position will also be responsible to deliver communications (story writing) and photography training to implementing partners/ consortium members to strengthen their capacity.

The position is based in Dili, with regular travel to agencies project sites within Timor-Leste. The successful applicant will be responsible for overseeing the communications and visibility plan for Disaster READY Project following DFAT guidelines.

MAIN RESPONSIBILITIES:

- Produce and update key project materials, including but not limited to: visibility materials; social media posts; templates to support project communications; and other external facing content, in English and Tetum
- Organise and implement key events to support project implementation, including International Day for People with Disabilities; International Day of Rural Women and 16 Days of Activism against Gender-Based Violence Campaign; International day for Disaster Risk Reduction
- Deliver communications training (story writing/ photography) to consortium partners;
- Initiate development of a promotional video to highlight project objectives and achievements at consortium level
- Ensure all consortium partners adhere to the DFAT's and AHP communications and visibility guidelines
- Lead collection and oversee quality control of implementing agencies success stories
Develop success stories once in two months period covering all agencies project coverage areas
- Visit agencies project activities to collect photo stories and impact stories
- With AHP Support Unit Communications Focal Point, coordinate and engage with Timorese media to attend key events. This includes preparing press releases, coordinating logistics and post-event on social media
- Capture key events held at consortium level, produce communications products at consortium level and regular publish/post consortium level activities on different social media pages and websites
- Participate in meeting/training/workshop/seminar organised by Government, UN, National and International agencies and represent AHP Consortium
- Closely work with Country Coordinator and liaise with other stakeholders to improve our coordination and collaboration
- Organise meeting/training workshop on behalf of AHP Consortium and act as interpreter in meeting/training/workshop if required
- Translate documents from Tetum to English or English to Tetum
- Participate in Community based Disaster of Risk Management Coordination meeting and represent CARE
- Liaise with the Ministry of National Directorate for Disaster Risk Management, Meteorology Department and other relevant stakeholders for access to Disaster Risk Management Information System data and other relevant databases/research results in country, in cooperation with the project team
- Facilitate lessons learned workshops or sessions during key phases of the project
- Coordinate and support in socialisation of Civil Protection laws at the municipality and admin post level that will be facilitated by Civil Protection.

- Engage with local organisation with Civil Protection to ensure Civil Protection SoP for emergency adequately consider vulnerability assessment and disability inclusions
- Ensuring Civil Protection participation in all clusters special on gender and protection cluster specific in gender-based violence
- Actively participates in the reviewing of Disaster Risk Management policy ensure that the policy is inclusion and gender sensitives

OTHER RESPONSIBILITIES:

- Be open to learning new skills and applying these to the position and proactively suggest improvements and solutions to the new enterprise
- Participate in DRP trainings and meetings, as required
- Support development of organisation-wide strategies. This can include advocacy and communication strategies
- Engage in emergency preparedness, assist in any emergency response as required
- Promote a safe and secure work environment; foster a culture of safety and security and consistently follow all CARE safety and security policies, procedures and directives and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor's degree in Communications, marketing, media, journalism or other related fields
- Minimum 3 years relevant work experience in communications/ journalism, preferably with an International Non-Government Organisation and/or private company
- Demonstrated experience telling impactful stories relating to development in a range of different forms
- Experience in using social media (Facebook) and website content updates
- Experience in coordinating with media outlets and producing media releases
- Experience in event coordination
- Experience in gender equality and social inclusion work
- Demonstrated organisational and time management skills and ability to work under pressure and to organise and manage workload to meet deadlines
- Fully conversant in PhotoShop, Microsoft Office with knowledge in Microsoft Word and Excel and excellent numeric skills
- Demonstrated ability to contribute to group objectives and work effectively in a group setting
- Strong written communication skills particularly in editing and
- Fluent oral and written Tetum and English.