

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000077--UNV Finance Inclusion Coordinator

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 Volunteers even more rewarding and productive.

General Information

Country of Assignment	Timor Leste
Host Institute	United Nations Capital Development Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Dili [TLS]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

East Timor, officially called the Democratic Republic of Timor-Leste is an island nation located in South-east Asia, north-west of Australia. Timor-Leste (TL) was a former Portuguese colony since 16th century until 1975. Thereafter it was occupied by Indonesia and finally became the first sovereign nation of the 21st century after independence from Indonesia on 20th May 2002.

The total population of TL is estimated at 1.16 million (2015) and the country has a nominal GDP of US\$2.498 billion with a per capita of US\$3330. Timor-Leste uses the US dollar as currency.

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

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Climate: The climate along the coast is relatively warm 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 southeast 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.

Health: Now, public hospital and private clinic service to community and not listed as a recommended medical facility for UN staff. In case of emergency evacuation to be taken in place through helicopter to capital Dili. Stamford clinic serves as a recommended medical facility for UN staff There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighbouring countries such as Darwin or Singapore.

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 supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a view number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local restaurants with less expensive meals. The price range for a meal can range from \$3 to \$20+.

Telecommunications: Now, there are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost \$2-3 and pre-paid/pulsa cards range from \$1 to \$50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

Hotels: The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense.

Assignment Details

Assignment Title UNV Finance Inclusion Coordinator

Organizational Context & Project Description

The Pacific Financial Inclusion Programme (PFIP) is a Pacific-wide programme that has helped over 2 million low-income Pacific islanders gain access to financial services and financial education. It achieves these results by funding innovation with financial services and delivery channels, supporting [policy and regulatory initiatives](#), and [empowering consumers](#).

PFIP operates from the UNDP Pacific Office in Suva, Fiji and has offices in Papua New Guinea, Samoa and Solomon Islands. It is jointly administered by the UN Capital Development Fund (UNCDF) and the United

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Nations Development Programme (UNDP) and receives funding from the Australian Government, the European Union and the New Zealand Government.

The UNDP Timor-Leste and UNCDF (through PFIP) propose to establish a joint programme focusing on financial inclusion, the scoping exercise conducted in October 2018 pointing to the need for stakeholder engagement through a dedicated in-country technical resource.

The UNV will be primarily responsible for commencing PFIP's work in the country with direction and support from the regional team based in Suva, Fiji. The UNV will be required to build relationships with the country financial inclusion stakeholders, primarily the Central Bank of Timor-Leste, the other financial service providers, donors and development partners, telecommunication service providers, key Government Ministries besides various UN agencies. The UNV will be required to support in the implementation of PFIP projects in the country through stakeholder coordination. The UNV will also support in resource mobilization for PFIP by engaging with donors.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Under the direct supervision of the Deputy Program Manager PFIP, and guidance from the UNDP Country Director and PFIP regional technical specialists, the UN Volunteer will undertake the following tasks:

- With support from PFIP regional team based in Suva, Fiji, establish and develop PFIPs country programming portfolio in Timor-Leste.
- Support in partner relationship management with financial service providers like commercial banks, insurance service providers, mobile money operators, remittance service providers etc. in their deployment of appropriate financial services targeted at low-income households through grant and technical support from PFIP.
- Required to work closely with relevant Government department/Ministries in moving payments to digital channels. He/she will participate in relevant meetings as convened by the Central Bank of Timor-Leste and other Government departments. He/she will also support financial education, consumer protection work streams of PFIP in as much as it is relevant to Timor-Leste
- Work closely with other UN agencies to explore setting up joint projects and provide relevant and appropriate technical support to their new and existing projects.
- Coordinate country visits of the PFIP regional staff and support in organizing workshops, meetings etc.
- Undertake any other tasks as directed by the PFIP Deputy Program Manager.

Furthermore, UN Volunteers are required 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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application-

Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Establish and Strengthen relationship with all country financial services stakeholders, Government departments leading to tangible results and progress in financial inclusion indicators for the country
 - Robust partner & stakeholder engagement leading to development of grant projects supported by PFIP
 - Grant management resulting in partner organization meeting targets under the performance based agreements
 - Represent PFIP in all country level workshops, seminars and conference related to financial inclusion where PFIP is invited
 - Facilitate country visits of regional technical specialists and PFIP team by liaising with partners in organizing meetings
 - Ensuring timely reporting from partners as may be required
 - Contribute to PFIP knowledge management by writing blog posts, focus notes etc.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Economics, Accounting, Management, International development or Equivalent

Required experience 36 months

Experience Remark

3 to 5 years of working in the financial services sector- commercial banks, insurance companies, mobile money service providers, remittance operators, pension providers. Experience of interning with financial sector regulators will be an added advantage. Should have in-depth knowledge and experience of working in financial services industry especially as it applies to mass markets, digital financial services

Language Skills

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- English (Mandatory) , Level - Fluent

Area of Expertise

- Finance, accounting and audit Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

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For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;

