



United Nations Population Fund

POST TITLE: Education and Communications Coordinator  
CATEGORY: SB4 (Service Contract)  
DUTY STATION: Dili  
DURATION: One year (renewable)  
ORGANIZATIONAL UNIT: Timor-Leste Country Office, Asia-Pacific Regional Office

**DUTIES AND RESPONSIBILITIES:**

Under the overall supervision of the Representative and direct supervision of the Assistant Representative, the Education and Communications officer supports the formulation and implementation of UNFPA's collaboration with the relevant partners and works with the communications team on developing IEC/BCC material that is suitable for communications in the Timorese context as well as suitable for in and out of school use on topics related to sexual and reproductive health. S/He will work with the national counterparts, the UN agencies and other partners to undertake the following tasks:

**Education and Behavior Change**

- Coordinate the Implementation of the improvement of delivery of the national curriculum on CSE
- Support MoE to develop CSE related strategy including curriculum review
- Support MoE in the implementation of the strategy
- Provide substantive advice and technical support in improving formulation and implementation of national curriculum including provision of technical inputs on IEC and BCC material that can be used in and out of school
- Complete design of "girl' and boy' circles" and to be implemented in selected schools
- Support youth officer on roll out of healthy relationships manual

**Advocacy and Communication**

- Provide technical inputs in designing the UNFPA Timor-Leste core program advocacy campaign in collaboration with communication staff
- Work with the UN system to sensitize Media/journalists on UNFPA Mandate
- Actively participate in organizing the key events of UNFPA activities including celebration of the World Population day and launch of the state of population report
- Advocate and advance UNFPA's policy agenda by participating in public information events
- Support the communications team with advice and events coverage in National Languages
- Undertake other tasks as necessary in UNFPA mandate areas as per request of the UNFPA Representative.

**Qualifications and Experience**

- Advanced degree in education, communications, development studies or related discipline.
- Minimum of 4 years programme/project management in the public and/or private sector linked to sexual and reproductive health issues with international bilateral, multilateral organizations or NGOs.
- Experience in implementing BCC programs (on RH/Gender/Population Dynamic issues at the national and district level in Timor-Leste
- Fluency in English, Tetum and Bahasa Indonesia (desirable). Working knowledge of Portuguese an asset.
- Strong English communication, analytical and report writing skills.
- Candidates must be national of Timor-Leste

**HOW TO APPLY**

Interested candidate should submit a Cover Letter and P11 form in a sealed envelope marking "Confidential" with clearly mention the post applied to UNFPA Office at Caicoli Street, Dili, Timor Leste. Or email to: [elaming@unfpa.org](mailto:elaming@unfpa.org) and [jossoares@unfpa.org](mailto:jossoares@unfpa.org), the deadline for application is 28 January 2019 at 16.30

**Women are strongly encouraged to apply. Only short listed candidates will be notified.**

**Note :** May get the P11 form at the security house of Obrigado Barracks compound (opposite to Minister of Social and Solidarity and Ministry of Health).

Approved by:

Dr. Domingas Bernardo  
Officer in Charge, UNFPA  
Country Office Timor Leste

