

Terms of Reference

Job title: Senior Communications Officer (3 month maternity leave cover)

Dates & duration: 1 November 2021 – 6 February 2022

Location(s): Dili, with travel to other municipalities as required (subject to any COVID-19 travel restrictions)

Reports to: Modesto Lopes, National Program Manager

ARF Discipline Category and Job Level (if applicable): N/A (national position)

TOMAK Contract Representative: Tammy Theikdi, TOMAK Program Manager

Background:

TOMAK

The *To'os Ba Moris Di'ak* Program (TOMAK) is a A\$25 million, 5-10 year agricultural livelihoods program funded by the Australian Government in Timor-Leste. Its goal is to ensure rural households live more prosperous and sustainable lives. To achieve this, TOMAK works with key partners (including the Government of Timor-Leste) to implement a range of interventions which aim to:

- Establish a foundation of food security and good nutrition for targeted rural communities;
- Build capacity so these communities can confidently and ably engage in profitable agricultural markets.

Component 1 (Food Security and Nutrition) promotes nutrition-sensitive agriculture (NSA) approaches to improve the availability and utilisation of nutritious food. Component 2 (Market System Development) promotes the development of commercial agriculture following a market systems development approach, focussing on selected higher-potential value chains.

Gender is embedded in the planning, implementation and monitoring of activities across the program, promoting gender equality and women's economic empowerment.

Phase 1 of TOMAK (2016 – May 2021) has recently concluded and the program is currently in a transition period ahead of the design of TOMAK Phase 2 (expected to commence in early 2022). The primary target area for Phase 1 covered inland mid-altitude suku (villages) with reasonable agricultural potential, located in Baucau, Bobonaro and Viqueque municipalities. Program management and technical leadership is provided from a central office in Dili (located within the Ministry of Agriculture and Fisheries), with three regional offices currently operating in Baucau, Bobonaro and Viqueque.

The Assignment

The Senior Communications Officer is a mid-level technical position within the TOMAK team and requires at least 4 years or more experience in a professional setting.

Based primarily in Dili, the Senior Communications Officer (SCO) will play an important role in delivering communications activities and products outlined in the TOMAK workplan. This includes taking the lead in developing regular communications products (social media posts, profiles, website updates, event communications, etc.) for both TOMAK and for the Australian Embassy. As such, the candidate should have strong technical skills in social media (Facebook, Twitter) and website management (content management systems) and the ability to learn new systems as required.

The successful candidate will also provide technical input and communications support to TOMAK's key technical teams - Component 1, Component 2, Gender Equality and Social Inclusion (GESI) and Monitoring and Results Measurements (MRM) teams. This includes input into internal and externally facing communications, including print materials, presentations, and materials.

The SCO will play a key role in telling the story of TOMAK by capturing stories from the field (interviews, photo, video) and demonstrating where and how change happens. The successful candidate should have experience in storytelling and multimedia approaches, including understanding of consent and child protection considerations. Some travel to municipalities outside of Dili (initially Baucau, Bobonaro and Viqueque) may be required for this purpose.

The successful candidate must demonstrate a respectful and collaborative approach when working with colleagues and program partners, should be capable of working autonomously (self-directed), and ready and willing to take on challenges. Strong verbal and written skills in Tetum (including the INL standard) and English are required, and prior experience working with NGOs or other development agencies would be advantageous.

Overview of Assignment

Assignment responsibilities:

- a. Managing content through TOMAK's key communication channels including TOMAK's website, social media accounts, regular updates, etc.;
- b. Providing technical advice and support to TOMAK team in planning and developing relevant information and communications products to inform and influence key stakeholders;
- c. Ensuring the continued high quality of TOMAK communication outputs prior to public dissemination;
- d. Supporting the delivery of all communications-related activities in the TOMAK workplan, including key events (developing banners, printed materials, presentations, media releases) and public communications;
- e. Providing input and support for the development or updating of any social and behaviour change (SBC) materials used by the program (e.g. posters, videos, job tools, etc.);
- f. Developing and producing stories relating to TOMAK implementation (for social media, TOMAK case studies and reports) including conducting interviews, adding to the TOMAK photo and video library, writing up stories, etc.
- g. Ensuring adherence to Australian Government (DFAT) branding guidelines (e.g. logo placement) and other relevant policies (consent, child protection) for all TOMAK communications products
- h. Monitoring and working with TOMAK leadership to address any communications-related risks to the program through media/social media monitoring, etc.

Timeline: 1 November 2021 – 06 February 2022

Skills and experience required:

- a. At least 4 years' relevant work experience in marketing, journalism, communications, civil society/NGO or other externally facing communications roles;
- b. Bachelor degree in international relations, communications, journalism or a relevant field;

- c. Proven experience crafting messages in various formats (articles, press releases, success stories, websites, photos, blog posts, tweets, etc.) targeting a variety of audiences;
- d. Self motivation, creativity, an eye for detail, excellent organisational skills, proven ability to perform multiple tasks, and ability to work with both internal and external stakeholders;
- e. Strong computer skills - sound knowledge of Microsoft office applications (Outlook, Excel, Word and PPT), formatting skills, and experience managing content for social media channels and websites (content management systems);
- f. Solid technical skills in photography and (to a lesser extent) videography, with video editing experience an advantage;
- g. Fluent in Tetum (including familiarity with the INL written standard), with **good English written and spoken skills**.

APPLICATIONS

Interested parties are requested to submit an **application letter addressing the skills and experience required** (maximum 2 pages) and a CV (maximum 3 pages) to Joao.Martires@tomak.org with the subject line "TOMAK Application: Senior Communications Officer".

This is a locally recruited position and applications from Timor-Leste nationals are welcomed. Adam Smith International is an equal opportunity employer and applications from a diverse range of candidates including from women and people with disabilities are strongly encouraged.

Only shortlisted applicants will be contacted. Applications close **Wednesday 20 October**.