



## Terms of Reference

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**Job title:** Senior Communications Officer

**Dates & duration:** 1 July 2022 – 30 June 2023, with an option to further extend

**Location(s):** Dili, with travel to other municipalities as required

**Reports to:** Interim Team Leader

**ARF Level:** N/A (full-time national position)

**TOMAK Contract Representative:** Tammy Theikdi, TOMAK Program Manager

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### About TOMAK

The *To'os Ba Moris Di'ak* Program (TOMAK) is a 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.

TOMAK Phase 1 (AUD25 million, 2016-21) aimed to enable more prosperous and sustainable rural livelihoods through an innovative mix of nutrition-sensitive agriculture (NSA), market systems development (MSD) and women's economic empowerment (WEE) activities. Phase 1 was extended until June 2022 to allow for evaluative activities and the Phase 2 design update process. TOMAK Phase 2 (up to AUD20 million, 2022-26) is expected to formally commence in July 2022.

TOMAK Phase 2 will take an integrated 'food system' perspective to achieve inter-linked objectives relating to food security, nutrition and agriculture-based livelihoods. The program has a strong emphasis on gender equality, disability and social inclusion (GEDSI), which is articulated in the program design and theory of change.

TOMAK is being implemented at community level in Baucau, Bobonaro and Viqueque municipalities, through government and NGO partners, with broader reach achieved through a range of systems strengthening activities with government and private sector partners.

### Position Summary

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 – focusing on improvements to food systems, GEDSI, and Monitoring, Evaluation and Learning (MEL) 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.

### **Duties and 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.

### **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.



**To apply:**

For further information or to submit your application please contact Tammy Theikdi [tammy.theikdi@adamsmithinternational.com](mailto:tammy.theikdi@adamsmithinternational.com). Applications close **14 July 2022**.

This is a locally recruited position and applications from Timor-Leste nationals are welcomed. Applications should include a cover letter which addresses the Terms of Reference and an up-to-date CV. Adam Smith International is an equal opportunity employer – women and candidates from diverse backgrounds are encouraged to apply.

Unfortunately, due to the high volume of applications received, only short-listed applicants will be contacted.