



Job: Communication Consultant, Country Coordinating Mechanism Timor-Leste

(Expected vacancy)

Are you enthusiastic and interested in supporting Timor-Leste's fight against HIV, tuberculosis and malaria? If so, the Country Coordinating Mechanism of Timor-Leste (CCM-TL) is looking to fill an expected vacancy for the position of **Communication Consultant** and we would love to hear from you.

Position Title: Communication Consultant, CCM-TL

Location: Palapaco, Motael, Veracruz, Dili, Timor-Leste

Contract Period: 1 April 2024 – 31 December 2024

Application closing date: Friday, 15th March 2024, 1700pm

Position summary:

The Country Coordination Mechanism Timor-Leste (CCM-TL) is a Coordination body that has the core principal role of nominating the Principal Recipient (PR), to oversee the implementation of the three infectious diseases such as TB, HIV, and Malaria, proposal writing, and procurement to the Global Fund in Timor-Leste.

In order to promote the work of the Country Coordination Mechanism Timor-Leste (CCM-TL) the CCM-TL is seeking the support of a Communications Specialist, who will be expected to promote greater knowledge among key stakeholders and the general public, on the work of the CCM-TL and stakeholders nationally and globally, through publication at the CCM-TL website and Facebook page. The CCM-TL relationships are built on effective communications to inform, persuade, and engage our stakeholders, partners, and audiences about Malaria elimination, END TB, and HIV transmission in Timor-Leste.

The Communication Consultant position aims:

1. To design and implement a national communication and visible plan for the Country Coordination Mechanism Timor-Leste CCM-TL);
2. Represent the Country Coordination Mechanism Timor-Leste (CCM-TL) as well as work closely with the Principal Recipient (PR) and relevant stakeholders;
3. Increase awareness of the work and achievements of CCM-TL and promote greater knowledge among key stakeholders;

ROLES AND RESPONSIBILITIES

The consultant will conduct the following:

- Define the CCM communication strategy/plan of engagement with different constituencies, stakeholders, and Fin/tech partners;
- Develop a communication strategy plan for the CCM-TL concerning engagement with CSO, KP, four committees including TWG' activities, and support to the CCM including technical cooperation with the PR, SRs, SSRs, Development Partners in line with the respective Communication Program and Corporate Communication Strategy;
- Create and/or update the Representation database including press contacts, international institutions, and organizations interested in receiving information from CCM-TL.
- Perform roles in managing the media relations and counterparts;
- Maintaining the permanent relationship of the international agencies (WHO, IOM, UNFPA, JICA, USAID, DFAT, KOICA) Country Office including with the national media. This includes support for the organization of press conferences, the preparation and sending of bulletins on the activities and events related to technical cooperation, and the search for spaces in the journalistic media for the dissemination of CCM-TL activities;
- Develop and implement risk communication and community engagement plan, four committee meetings, and oversight site visit;
- Create and/or update the Representation database including press contacts, international institutions, and organizations interested in receiving information from CCM-TL.
- Perform roles in managing the media relations and counterparts.
- Maintaining the permanent relationship of the international agencies (WHO, IOM, UNFPA, JICA, USAID, DFAT, KOICA) Country Office including with the national media. This includes support for the organization of press conferences, the preparation and sending of bulletins on the activities and events related to technical cooperation, and the search for spaces in the journalistic media for the dissemination of CCM-TL activities;
- Develop and implement risk communication and community engagement plan, four committees meetings, and oversight site visit;
- Prepare local messages and pretest through a participatory process, specifically targeting key stakeholders and at-risk groups
- Identify trusted community groups such as community leaders, religious leaders, health workers
- Support preparation, production, and dissemination in relation to the Global Fund and/or CCM-TL activities;
- Document lessons learned to inform future preparedness and response activities.

- In the context of undertaking communications actions to establish links with allies and entities in general within the health sector and promote the dissemination of information on the three diseases (TB, HIV/AIDS, and Malaria) program implementation;
- Maintain the CCM-TL website, and Facebook page, and provide advice on the use of other social media platforms in collaboration with the Information Systems Technician.
- Ensure that all products, documents, materials, and events carried out in the execution of the program comply with the established institutional and intellectual property policies of the organization and that they are also under the requirements of Global Fund and stakeholder's request.
- Implement and maintain the social communication activities required in relation to collaborating with media specific to the four committees and TWG activities including the development of communication strategies. The communication consultant will develop his/her functions in close contact with the CCM Chairperson, and Executive committee to elaborate their programming based on agreed priorities.
- Support public communications activities of the Representation through the drafting of talking points, speeches, press releases, interviews, events, photos and other communication products, including submission of country focus and other requested by the CCM-TL and stakeholders;
- Assist with the revision and editing of texts and/or documents to be published by the CCM-TL Secretariat;
- Develop, maintain, and update a digital photo record;
- Assist with the dissemination of results of programs, projects and activities undertaken by the CCM-TL, as part of the contribution to achieve the Global Fund goal;
- Create visual products and design graphic products in keeping with organizational standards;
- The CCM Secretariat is requested to share the consultant's deliverables with the Global Fund vulnerable populations, civil society, and/or communities living with and/or affected by the three diseases;

DELIVERABLES

The CCM-TL to agree on deliverables which may include the following:

- Presenting a communication strategy planning to the CCM-TL Executive Committee;
- Preparation of evidence of functional effectiveness of communication and rapid sharing of updated digital photos and video records and reports related to presentations/workshops/training;
- Preparation of visual products and graphic design products for the Executive Committee;
- Summary report, including communication gaps, recommendations to strengthen feedback and outcomes from partners and committees;

REPORTING LINES

The consultant will report to the CCM Executive Committee;

The consultant will work in close collaboration with the CCM Secretariat, members, and partner agencies as agreed with the CCM Executive Committee;

The CCM-TL Secretariat is requested to share the consultant's deliverables with the Global Fund;

PLACE, TIMELINES AND LEVEL OF EFFORT

The consultancy will be conducted onsite (CCM offices) *full-time/part-time* and provide support to organize presentations/meetings/workshops from 1 March – 31 December 2024.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential skills and competencies;

The candidate must be a Timorese National and should have:

- University degree in Communication, and International Relations;
- significant experience working in Civil Society Organizations (CSO), and media, including Key Affected Populations;
- Experience in working collaboration with national media, state institutions, international agencies, CSOs, and Key Affected Population;
- excellent written and oral communications skills in English and Tetun;
- Experience in revision and editing of text and/or documents to be published;
- proven interpersonal and liaison skills with a range of agencies and organizations;
- Experience in dissemination of results of programs, and activities;
- experience in undertaking consultations and in meeting coordination and facilitation;
- experience in visual products and design graphic products;
- competent in the use of computer and internet information software, use of desktop publishing software;

Essential personal attributes

The ideal candidate must be able to:

- learn quickly, show initiative, and work independently with minimal guidance and supervision;
- demonstrate understanding, awareness and sensitivity in working with people of different cultures and languages, and with vulnerable groups and/or stigmatized groups and populations;
- maintain a sense of humour and demonstrate tolerance and flexibility in challenging environments;
- work in an environment of high-workload and intense time constraints; and
- plan and complete routine tasks efficiently and effectively.

Desirable Criteria

The following skills/experience/knowledge would be advantage:

- Relevant qualifications from a recognized institution;
- Knowledge and understanding of Global Fund and Government processes;
- Experience in the health sector, especially with HIV, Tuberculosis and/or Malaria;
- Bahasa Indonesian and/or Portuguese language skills;

Application requirements:

Interested Timorese Nationals should submit the following:

1. A letter of application **in English** that responds to the responsibilities and selection criteria outlined in the complete Terms of Reference; and
2. A current *curriculum vitae*, which includes the name and contact details (phone number and e-mail addresses) of two professional referees;
3. A time line or planning for communication;

Please note that applications not addressing the selection criteria may not be considered. Applications should be submitted to the CCM-TL Administration Finance Assistant by e-mail or in hardcopy to the CCM-TL Secretariat Office as per the details below:

Name : Mr. Osvaldo Ribeiro
Position : Administration Finance Assistant, CCM-TL
Phone : +670 78481893
Email : ccmsecretariatassistant@gmail.com
Office : CCM-TL Secretariat, Palapaco, Motael, Vera-Cruz, Dili, Timor-Leste

For further information, please send a request to the above email or visit the Secretariat Office in Palapaco, Motael, Vera-Cruz, Dili, Timor-Leste.

The closing date and time for applications is on **Friday, 15th March 2024 at 17:00pm.**

Please note that only shortlisted candidates will be contacted.