

Posted on

13.10.2020

Share on

- [Facebook](#)
- [Twitter](#)
- [LinkedIn](#)
- [Email](#)

## **Vacancy announcement: Project Coordinator "Developing Children Rights Education at the UNTL, Timor-Leste"**



The Global Campus of Human Rights (hereafter Global Campus) is an inter-disciplinary centre of excellence supported by the EU and other partner institutions, aiming at pursuing the continued promotion

of human rights and democratisation through education, specialised training, and research cooperation worldwide through a network of regional academic partners. Its main headquarters are based in Venice-Lido, Italy and the regional partner's headquarters are based in Argentina, Armenia, Bosnia-Herzegovina, Lebanon, South Africa, and Thailand.

With reference to the action under the Global Campus/Right Livelihood Foundation Agreement entitled "Development of Children Rights Education at the National University of Timor-Leste", the Global Campus is looking to identify a qualified individual to fill the position of **Project Coordinator**.

## **PURPOSE**

The **Project Coordinator** shall work in tandem with the Project Manager of the action with reference primarily to the academic and operative tasks related to creation of new education components and activities at the UNTL through the framework of the UNTL Human Rights Centre, set up by the Global Campus in 2019.

The specific objectives of the action are:

- To support the design and planning of curricular and extra-curricular activities related to the field of children rights education
- To coordinate the outreach activities to local and international relevant partners active in the field of children rights protection and promotion
- To contribute to the strengthening the existing capacities in the field of human rights education and research of the UNTL

## **KEY RESPONSIBILITIES & DUTIES**

The Project **Coordinators** will be supporting the Project Manager on site in Dili, Timor Leste. The position is results oriented, tasks-based, and will include the following duties:

- To work in cooperation with the project manager for the successful implementation of the action
- To support the design and planning of curricular and extra-curricular activities related to the field of children rights education
- To support the daily management of the action, including its promotion, reporting and possible administrative aspects
- To facilitate the development of partnerships between in the field of children rights protection and promotion between UNTL, its Human Rights Centre and local, national and international actors active

## **REQUIREMENTS**

This Call is restricted to the trainees of the "[Human Rights Studies & Training Programme for Nationals of Timor Leste](#)", i.e. to the pool of local students, activists and lecturers who took part in the Global Campus capacity building project aimed at forging a team of human rights experts to constitute the key resource persons for the new UNTL Human Rights Centre. The expected qualifications of the applicants are:

- Post-graduate/master-level studies in the field of human rights and democratisation, possibly with specialization in children rights
- Experience in project management, preferably in the educational or non-profit sector targeting children, youth and gender issues
- Good communication, diplomatic and networking skills suited to a multinational and multicultural environment
- Collegiality and willingness to work as part of a team
- Strong organisational and time management skills

- Ability to work under pressure and meet deadlines
- Excellent knowledge of Tetum and English; knowledge of other languages (in particularly Portuguese and Bahasa Indonesian) is a plus
- Proficiency in MS Word and Excel
- Being based in Dili, Timor Leste

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties.

The **Project Coordinator** will be required to take up service as of **beginning of January 2021**. The positions will be based in Dili, Timor Leste at the UNTL Human Rights Centre. The duration of the post is of 36 months, upon a probatory paid period of 3 months and subject to yearly renewal/extension until the completion of the action. The Gross salary is based on contractual provisions of the GC/RLAF project and is set to be in line with same level positions of local staff within cooperation projects in Timor-Leste.

**The closing date for receipt of applications is 21 October 2020 at 12PM (CET).**

Interested candidates are kindly asked to send **amotivation letter** and a detailed **curriculum vitae in English** to the Global Campus Secretary General, Manfred Nowak, [manfred.nowak@gchumanrights.org](mailto:manfred.nowak@gchumanrights.org), and to the Administrative Director, Elisabetta Noli, [elisabetta.noli@gchumanrights.org](mailto:elisabetta.noli@gchumanrights.org). Shortlisted candidates will be invited to sit an interview that will be held in English language via Zoom.

- [Regional](#)

, &nbsp;sp