



Position Description

Position Title	Project and Partnerships Assistant (Timorese National)
Location	This contract opportunity is based in Dili, Timor-Leste
Reports to	Research and Partnerships Manager (based in Dili)
Language requirement	Successful applicant must be fluent in Tetun and have a working level of English
Employment Status	Flexible - This is either a 3 to 5 day a week position. 12-month fixed term with possibility to extend for the right person
Start Date	June 2022
Salary	The base salary of the position is \$950 less tax (\$1000 including tax) USD per month plus benefits.

Who we are

The Equality Institute (EQI) brings together the world's best minds to make violence against women and girls a thing of the past. We are a leading organisation in advancing gender equality and preventing violence against women and girls, through rigorous research, innovation and creative communications. We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and aim to have diversity reflected in our workforce.

While headquartered in Australia, the EQI has a strong global focus, and has worked with a range of international organisations including the World Health Organization, the World Bank, Oxfam, and various agencies of the United Nations, as well as with national governments and local NGOs. The EQI began working in Timor-Leste since 2015. We have had a representative based in Dili, partnered with organisations in Timor-Leste (including The Asia Foundation and Oxfam Timor-Leste), and engaged Timor-based consultants for a number of projects since 2018.

The Equality Institute takes a holistic approach to ending violence against women and girls by conducting rigorous research to understand what causes violence against women in different settings, and pinpointing strategies to stop it from happening. By designing projects, developing creative approaches to share information, and connecting people globally, we are working within the international community towards social change at every level.

For more information on the Equality Institute please visit our website: www.equalityinstitute.org

Equal Opportunity, Culture, Diversity and Inclusion

The Equality Institute fundamentally believes in, and strives to embody, the values of intersectional feminism. We are committed to creating a diverse and inclusive workplace culture that recognises the value in bringing together individuals with a broad range of skills, backgrounds, experiences and perspectives.

The Equality Institute is motivated by a bigger picture outlook that situates our work within broader processes of positive social change. We are a people-centred organisation that highly values all employees, both as individuals and as the most important resources in terms of our contribution to that social change.

The Equality Institute is an equal opportunity employer and strives to maintain a workplace environment that is fair and free of discrimination, is safe and accessible for all employees and provides working arrangements that accommodate the diverse needs of our staff. We strongly encourage applicants from diverse backgrounds to apply for our positions.

The EQI is a child safe organisation and is committed to ensuring the safety and wellbeing of all children. We will work to promote child-safe environments to ensure that all children associated with the activities of the organisation are protected.

The EQI has a Child Rights and Protection Policy, and all Representatives must agree to endorse the EQI's Child Rights and Protection Code of Conduct.

Our vision is a world in which diversity is celebrated, all people are respected, and power and resources are shared equally.

Our purpose is to transform unequal power structures and support violence prevention efforts to thrive in a rapidly changing world – through research, creative communications and feminist leadership.

Our values are Strive for Equality, Stay Curious, Be Courageous and Find the Joy.

Overview of Position

This is an exciting opportunity for a Timorese National who will be supporting the EQI as a contractor on a variety of projects in Timor-Leste focussed on promoting gender equality and preventing violence against women and children. The Project and Partnerships Assistant will work closely with the EQI's Dili-based Research and Partnerships Manager in both project and administrative tasks.

Tasks could include supporting the strengthening of organisational gender transformation with local and international NGOs; upholding, creating, and maintaining safe and nourishing spaces for Timorese feminist activists; collecting data relating to violence against women and children in Timor-Leste; and providing Timor-Leste contextual input into The Equality Institute communications materials, including reports, videos, and social media content.

This position opportunity has a training and mentorship focus. Aligning with EQI's value of supporting emerging feminist researchers from various backgrounds, through this role EQI aims to support the development of an emerging Timorese researcher as part of a two-way exchange. Moreover, to build on EQI's commitment to decolonise our own work, this position will be integral in building and

maintaining relationships with our partners and developing research which is of benefit to and supports the self-determination of communities in the so-called Global South.

Key Duties and Responsibilities

Project Support:

- Regular coordination with participants in feminist leadership activities regarding upcoming meeting and activities and to communicate key program updates
- Contributing to project planning processes
- Providing Timor-Leste contextual guidance on project content and broader EQI communications products
- Supporting the preparation of project materials, including training handouts, PowerPoint presentation slides, and invitation letters
- Assisting with notetaking, photography, and other documentation of project activities
- Report on project goals and tasks needed to complete
- Reporting on project progress
- Reviewing English-Tetun translations
- Updating EQI's Australia-based team members on key developments in Timor-Leste relating to gender equality and preventing violence against women
- On behalf of EQI, liaise and work with and represent EQI to government and community stakeholders

Administration:

- Supporting the establishment of an EQI office in Timor-Leste
- Logistics support in organising events and workshops, including sourcing quotes for venues and catering
- Procurement for events, workshops, etc.
- Coordinating with partner organisations' Finance and Administration teams
- Ensuring supply of internet, phone and electricity
- Maintaining and managing filing system

Research:

This position could also involve research tasks including, but not limited to:

- Conducting literature reviews or scoping to prepare for research projects
- Supporting data collection training with partners
- Preparing and submitting an ethics application for approval
- Coordinating fieldwork logistics
- Contributing to data analysis, writing up research findings, and disseminating findings

Required skills and qualifications

The candidate shall have:

- Alignment to the core intersectional feminist values of the Equality Institute (please see our 'how we work' section on our website for further information).
- Strong organisation and time management skills

- Collaborative and works well as part of a team
- Proficient with Microsoft Word, Excel, and other software from Microsoft office suite
- Strong attention to detail
- Fluency in Tetun and working level of English (speaking, reading, and writing)
- Fluency and confidence in using a variety of communication technology (laptop, smartphone, Zoom, WhatsApp, email, etc).
- Strong analytical skills and critical thinking
- Ability to work proactively and with flexibility
- Strong written communication skills in a variety of formats and for diverse audiences
- Openness to learning and trying new approaches

Desirable, but not essential:

- A university degree in a relevant field such as gender studies, social work, or development studies
- Professional experience working on gender-related issues, including promoting gender equality and preventing violence against women and girls.

How to Apply:

Please submit your application via the online form on our website by following the link: [Apply Now](#)

Please include an English version of your resume. If you have any questions, please email hr@equalityinstitute.org. Applications for this role will close Thursday the 26 May 2022, 5pm Dili Time.