



Diskrsaun Pozisaun

Ofisial Arte Juventude Dezenvolvimentu

Position Description: Youth Arts Development Officer

This position supports Many Hands International's culture based development projects and activities in Timor-Leste by providing Youth Arts Development Activities

Poziasaun ida ne'e fo suporta ba Many Hands International, projektu dezenvolvimentu kultura baseia ba komunidadade no aktividade iha Timor-Leste suporta dezenvolve aktividade arte & juventude.

Relata ba Representate Boot Liu iha MHI no ofisial Arte & Juventude.

Reports to: MHI Senior Representative and Youth Arts Mentor

Knaar no responsabilidade

Duties & Responsibilities:

Programa Arte & Juventude

Youth Arts Programming

- *Serbisu hamutuk ho ofisial Arte hodi dezenvolve, koordenasau no maneza programa kona ba kreatividade no aktividade ba foin sae sira, iha sentru ba arte no kultura tradisional no kontemporariu, mos fatin seluk iha Lospalos laran tomak.*
 - *Work with the Youth Arts Mentor to develop, coordinate and administer a program of creative and cultural activities for young people, in the Centre for Traditional and Contemporary Arts and Culture, and other venues in and around Lospalos*
- *Inklui mos visual, media no apresentasaun arte, kultura turismu no hospitalidade hamutuk ho programa.*
 - *Include visual, media and performing arts, cultural tourism and hospitality in the programming mix*
- *Servisu ho Ofisial arte hodi halo programa kona ba Arte no organiza oportunidade treinamentu ba staf no membru komunidadade kona ba aktividade arte pozitivu ba kapasidade dezenvolvimentu ekonomiku no servisu.*
 - *Work with the Youth Arts Mentor to organize skill development opportunities for staff and community members to engage positively in creative expression, potential business development and employment*

Many Hands International | <http://www.manyhands.org.au>

Distritu Edukasaun | Lospalos | Distritu Lautem | Timor Leste | T: +670 7799 7661

49 Thomas Street | Hampton 3188 | Victoria | Australia

Holly Schauble | Director | T: + 61 448 336 213 | E: holly.schauble@manyhands.org.au

Kim Dunphy | Director | T: +61 417 038 824 | E: kim.dunphy@manyhands.org.au

Lucia Pichler | T: +67 7807 8466 | E: lucia.pichler@live.com.au



Kapasidade no Espesifikasaun

Capacities and Skills

- Iha esperiênsia kona ba Arte, Kultura ka Peskiza Sosiál prefere liu
 - *Creative Arts, Cultural or Social Research experience preferred*
- Iha abilidade hodi maneja tempu, halo prioridades no planu serbisu iha reuniaun semanal
 - *Ability to manage time, create priorities and plan weekly meetings*
- Iha kapasidade koalia no halo komunikasaun eskrita nebe diak
 - *Good written and verbal communication skills*
- Iha abilidade serbisu no kontribui diak ho ekipa
 - *Ability to work well as part of a team*
- Iha kapasidade hodi serbisu ho ema nebe deit
 - *Ability to work independently when necessary*
- Hatene halao serbisu mesak ho enerzia, badinas no iha komitmentu hodi hetan rezultadu ho susesu
 - *Ability to work with energy, diligence and commitment to the desired outcomes*
- Iha possibilidade hodi uza inisiativa rasik no halao serbisu to'o hotu
 - *Ability to self initiate work and bring to completion*
- Hatene koalia mo'os lian Fataluku, koalia no hakerek diak lian Tetun no hatene koalia lian Ingles
 - *Speaking knowledge of Fataluku, speaking and writing of Tetun, and speaking knowledge of English*
- Hatene no iha kapasidade nebe diak kona ba programa komputador henesan: MSW, Excel no PowerPoint
 - *Knowledge and skills in computer programs including Microsoft Word, Excel and Power Point desirable*

Edukasaun no Kualifikasaun

Edukasaun and Qualifications

- Edukasaun nível sekundaria
 - *Secondary level education*

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Employment Contract

Kontratu Servisu

Ofisial Dezenvolvimentu Arte & Juventude

Position Description: Youth Arts Development Officer

Kondisaun Servisu Work Conditions

Pozisaun ida ne'e kontraktu full-time ba tinan ida ho possibilidade bele aumenta/hanaruk tan depende ba orsamentu. Pozisaun ida ne'e komesa iha Feveireiru 2014 no remata iha Feveireiru 2015.

This position is a full-time contract for a fixed term of one year with potential for extension depending on funding. The position commences in February 2014 and ceases in February 2015.

Jeralmenta, oras servisu sei komesa tuku 08.30 – tuku 17.30, Segunda Feira to'o Sesta Feira, ho oras rua han meudia (oras serbisu nia, oras 7 ba lora ida). Maibe dala ruma prezisa serbisu liu oras normal. ne'e Oras ba serbisu liu oras nian sei hakerek iha tipu "Time In Lieu" iha formatu.

Hours of work will generally be 8.30 am – 5.30 pm Monday to Friday, with a two-hour lunch break (7 hours per day). However, some out of hours work will be required. Reimbursement for out of hours work and overtime will be made in the form of Time Off In Lieu.

Saláriu Salary

Ofisial Dezenvolvimentu Arte & Juventude sei hetan saláriu ho montante US\$200 kada fulan.

The Youth Arts Development Officer will receive a salary of \$200 per calendar month.

Pagamentu annual hanesan ho saláriu fulan ida ba servisu fulan 12 (proporsional ba servisu fulan) sei selu iha 20 Dezembru iha tinan ida nia laran.

An Annual Allowance equivalent to one month's salary per 12 months service (proportional for months worked) will be payable on 20 December of each year.

Feriadu Leave

Ofisial Dezenvolvimentu Arte & Juventude sei iha direitu ba feriadu lora 12 kada tinan ida nia laran nomos feriadu pesoal (tamba moras, funerariu iha familia ka seremonia reliziaun familia nian)

Ofisial Dezenvolvimentu Arte & Juventude sei iha direitu ba

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Many Hands International

culture based community development

- Loron Feriadu legal nasional
- Loron ida feriadu anual kada kalendariu fulan-fulan (loron 12 tinan-tinan)
- Feriadu Justifikasaun
 - Loron 3 feriadu tinan-tinan ba kasamentu, funerariu familia, ka Loron komunidadu nomos loron adorasaun religioza bain-bain nian, balansu ho durasaun kontratu servisu.
 - Loron 6 feriadu tinan-tinan ba moras ho salariu 100% no Loron 6 tutuir malu ba moras ho salariu 50% hodi aprejenta ho deklarasion mediku ida ka hetan aprovasaun husi representante senior husi MHI, tuir balansu ba durasaun kontratu servisu.
 - Latama servisu la ho justifikasaun sei implika hodi la simu salariu nebe equivalente ho loron falta no sei bele hetan sansaun disiplinariu.

The Youth Arts Officer will be entitled to

- *All declared public holidays*
- *1 days annual leave per calendar month (12 days per annum);*
- *Justified Leave*
 - *3 days per annum for marriage, death of family member, or community and religious observances adjusted pro rata for length of employment contract*
 - *6 days per annum sick leave at 100% of salary and 6 days per annum sick leave at 50% of salary on presentation of a medical certificate or approval by MHI Senior Representative, adjusted pro rata for length of employment contract*
 - *Unjustified Leave Implies loss of salary equivalent to leave taken and may lead to disciplinary action*

Notifikasaun Notice

Karik tengki remata kontratu, husi parte rua sei iha notifikasaun fulan ida antes foti aksaun, karta notifikasaun sei halo ho eskrita.

Either party may rescind this contract with one month's notice.

Fatin Servisu Work Location

Fatin servisu sei iha Ministeriu Edukasaun Distritu Lautem to'o Edifisiu Sentru Tradisaun no arte kontemporariu no Kultura remata no bele uza.

The position will be based at Many Hands International office in Distritu Edukasaun, Lospalos Central, until the opening of the Lospalos Centre for Traditional and Contemporary Arts and Culture, Lospalos, Lautem District.

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Halo Viazen Travel

Pozisaun ida ne'e dala ruma sei halo viazen iha Distritu Lautem nia laran, uza motor. Relasiona ho ida nee gastu ba halo viajen sei prepara husi Many Hands Internasional. Motorizada sei uza deit ba objetivu serbisu nian.

Travel may be required for this position. Use of a motorbike and/or allowance for travel will be provided. The motorbike is to be used strictly for work purposes.

Ekipamentu Equipment

Pozisaun ida ne'e sei iha aksesu ba komputador ida, nebe se uza deit ba objetivu servisu nian. Se karik uza komputador rasik mak sei iha reimbolsa ba asuntu ida ne'e.

Equipment provided including laptop computer are to be used strictly for work purposes.

Asuransia Insurance

Staf no membru Many Hands International hetan protesaun asuransi ba "Asidente ne'ebe mak halo ema mate & Dizabilidade Permanente" no Reimbolsa Mediku ba Asidente" liu husi Asuransia Nasional Timor Leste. Detailu ba protesaun asuransi ne'e hanesan iha aneksu kontratu ne'e.

Staff members of Many Hands International are covered for "Accidental Death & Permanent Disablement" and "Accidental Medical Reimbursement" insurance through National Insurance Timor Leste. The details of the insurance cover are attached to this contract.

Signed: for Many Hands International

Lucia Maria Pichler

Date

Signed: Youth Arts Development Officer

Incumbent

Date.....