

Timor-Leste Project Officer

The International Engagement portfolio is responsible for managing Oaktree's engagement in our partner countries - Timor-Leste and Cambodia. We partner with local not-for-profits to deliver innovative development projects with a focus on youth participation and empowerment.

The Timor-Leste Project Officer is responsible for providing support to Oaktree's programming in Timor-Leste, working on projects centered on enhancing youth leadership and advocacy capacity to create positive social impact and inspire systemic change. You report directly to the Timor-Leste Programs Director and work within the International Engagement Team.

As a Timor-Leste Project Officer, a typical day might look like:

- Overseeing and supporting the implementation of our programs in Timor-Leste, including financial and project management, monitoring and evaluation, and conducting the final summative review of the project;
- Communicating and relationship-building with Oaktree's partners in Timor-Leste, using online tools such as WhatsApp, G Suite, Zoom, and/or Skype, and being flexible to what works best for partners;
- Preparing narrative and financial reports for internal and external stakeholders
- Contributing to the development of case studies and development sector research
- Communicating the work and impact of Oaktree's partners in Timor-Leste to the wider organization;
- Attending team meetings and one-on-one meetings
- Working across projects in the Timor-Leste and Impact portfolio;
- Collaborating with other portfolios to increase Oaktree's impact.
- We value will over skill, determination over degrees, and passion over years of experience. So go for it! Put your name forward.

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Who we are looking for:

- Passionate about international development work, as well as the role of young people in social change
- Has the ability to think of the big picture, and is unafraid to challenge the status quo and take initiative
- Has a strong understanding of international development theories, project management, and monitoring and evaluation tools, and can apply them critically in practice
- Has excellent written and interpersonal communication skills, with an emphasis on competency working cross-culturally.
- Has excellent time management and organisational skills
- Able to self-motivate, thriving in both a team environment and autonomously.

Bonus points for:

- Overseas experience, preferably in Timor-Leste
- Experience in monitoring and evaluation, financial management, research relating to international development, and report writing.

What you will get out of it:

- Be given the opportunity to connect with partners in Timor-Leste and be part of a holistic program which empowers young people in Timor.
- Have the support and training to rapidly develop a broad range of skills sets, including project management, communication, and facilitation skills
- Build extensive personal and professional networks in Australia and internationally
- Have a significant impact, working with like-minded young people within the movement to create a more just world

TIME COMMITMENT: 2 days a week | This is a voluntary position.

REPORTS TO: Laura Coburn | Timor-Leste Programs Director

FOR QUESTIONS: l.coburn@theoaktree.org

APPLICATIONS CLOSE: Monday 9th August 2021 11:59PM

Apply at: <https://form.typeform.com/to/x38aacMM>