



POSITION DESCRIPTION

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| <p>ABOUT CUFA: Credit Union Foundation Australia (CUFA) was created in 1971 and is the Australian Credit Union Movement's development agency. It is a not-for-profit organisation whose goal is to expand the outreach of microfinance services and products to people denied such access and to support, through funding and technical assistance, emerging credit union movements in developing countries. CUFA supports projects in the Solomon Islands, Sri Lanka and Cambodia, and is funded annually by AusAID (the Australian Government's overseas aid program).</p> | |
| <p>POSITION TITLE: In-country Technical Assistance Person</p> | <p>REPORTING TO: Executive Officer, CUFA</p> |
| <p>DEPARTMENT: Credit Union Foundation Australia (CUFA)</p> | <p>DIVISION: CUFA</p> |
| <p>EMPLOYMENT TYPE: One year contract</p> | <p>COMPENSATION: Salary the equivalent of AUS\$80,000 gross (plus superannuation). All travel and accommodation costs covered.</p> |
| <p>LOCATION: Dili, Timor Leste</p> | <p>Contact: Peter Mason, pmason@cuscal.com.au</p> |
| <p>Geographical Focus: Timor Leste has a population of just over 1.015 million people, of which an estimated 41% live under the poverty line, living on less than USD\$0.55 per day.. Subsistence farming is predominant however it does not create adequate employment opportunities with unemployment running at over 25%. Adult literacy is estimated to be at around 50%. Food security in Timor Leste is a major concern due to being prone to drought, floods and landslides. The Timor Leste financial sector is underdeveloped, with the rural population lacking access to formal financial services and limited by a weak rural cooperative financial network. The credit union movement in Timor Leste is growing very slowly in the rural areas; however, there is a strong need for technical assistance persons to provide support at the local credit union level. CUFA's current project in Timor Leste will strengthen the capacity of primary grassroots financial intermediation institutions by providing their staff with basic training in areas and credit union principles.</p> | |
| <p>KEY RELATIONSHIPS:</p> <ul style="list-style-type: none"> ▪ Timor Leste Credit Unions ▪ Timor Leste Credit Union Federation ▪ Department of National Cooperatives ▪ Ministry of Economy and Development ▪ Secretary of State for Rural Development and Cooperatives ▪ Key personnel within CUFA | |
| <p>PURPOSE OF THE POSITION:</p> <ul style="list-style-type: none"> ▪ To strengthen governance and financial capacity of credit unions and the credit union federation ▪ To provide technical assistance to credit unions and the credit union federation management, staff and volunteers ▪ To serve as a liaison between CUFA and its stakeholders in Timor Leste | |

| KEY ACCOUNTABILITIES: | PERFORMANCE MEASURES: |
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| <p><i>Implementation of CUFA's 2009 - 2011 Timor Leste Project Plan</i></p> <p><i>To assist the credit union federation in developing and implementing a yearly training schedule</i></p> <p><i>To carry out weekly training sessions by providing technical assistance in areas such as:</i></p> <ul style="list-style-type: none"> ▪ <i>Savings Mobilisation</i> ▪ <i>Membership Promotion</i> ▪ <i>Credit management</i> ▪ <i>Auditing</i> ▪ <i>Leadership training</i> ▪ <i>Financial literacy</i> ▪ <i>Cash management</i> ▪ <i>Cash flow forecasting</i> ▪ <i>Governance</i> ▪ <i>International Credit Union Operating Principles</i> | <ul style="list-style-type: none"> ▪ Providing weekly training sessions to credit union and federation staff, management, board of directors and volunteers ▪ Produce monthly progress reports for CUFA staff ▪ Set deliverables outlined in the project workplan are achieved ▪ Consistently achieve deadlines and targets |
| WORK ENVIRONMENT: | |
| The in-country T.A. Person's office will be located in Dili, Timor Leste | |
| OTHER FEATURES OF THE POSITION: | |
| Travel outside of Dili will be required within the various districts of Timor Leste Supervision of locally hired CUFA field staff | |

| PART 2: JOB REQUIREMENTS |
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| TECHNICAL COMPETENCIES: |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ 3-5 years working within the credit union movement ▪ A background in finance/business administration or accounting ▪ Strong interpersonal skills, including the capacity to maintain open and constructive communications with a wide range of stakeholders in an international context ▪ Ability to run and present at internal and external meetings, workshops and training ▪ Ability to prioritise and scope workflow and activities according to the project plan objectives ▪ Demonstrated capacity for program management and decision-making ▪ Computer literacy in Microsoft Access, Word, and Excel |
| PERSONAL COMPETENCIES: |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Understanding of and commitment to the International Credit Union Operating Principles ▪ Awareness of international human rights principles and a commitment to developmental best practice standards ▪ An understanding of AusAID philosophies and guiding principles ▪ Excellent written and oral communication skills ▪ A high level of cross-cultural awareness ▪ Strong leadership abilities |

- Ability to take initiative, be self-motivated in work practices, set priorities for self and meet required deadlines

QUALIFICATIONS & EXPERIENCE:

Qualified candidates should possess formal qualification in Business Administration, Accounting or similar and have at least 3-5 years experience working within the credit union movement.