

East Timor and Indonesia Action Network (ETAN)

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Solidarity Observer Project 2012 Parliamentary Election in Timor-Leste

BEING AN ETAN VOLUNTEER

Thank you for your interest in volunteering with ETAN's Solidarity Observer Project.

Before filling out the attached application form, we ask you to seriously consider the following basic criteria established for volunteers. Volunteers will need:

- **Time:** We require a minimum time commitment of three weeks but encourage volunteers to stay as long as possible.
- **Willingness to Work Voluntarily:** This is a grassroots project supported by donations and a few small grants. Therefore, we cannot provide any payment, per diem or accommodation for any ETAN Observer. We appreciate any fundraising or donations volunteer observers and people they know can provide to help finance the overall project, as well as their own participation.
- **Good Health:** Volunteers must be in good health, without the need for special medical care or accommodations. ETAN cannot take responsibility for medical services, which are limited in Timor-Leste. You may want to purchase travel/evacuation insurance.
- **Stability/Maturity:** Volunteers will be working in a stressful, unpredictable and potentially dangerous situation. Under the current conditions, working (as well as living) in Timor-Leste can be emotionally and mentally challenging. We suggest that participants be at least 25 years old, though we may make exceptions on a case-by-case basis.
- **Commitment to Nonviolence:** ETAN is committed to nonviolence and expects all participants to adhere absolutely to this principle, agreeing not to participate in, encourage or support violence in any way.
- **Commitment to Non-Partisanship:** The objective of this project is to support the democratic process as prescribed by the Constitution of the Democratic Republic of Timor-Leste. We will not campaign or express opinions for or against particular parties or candidates, nor will we advance any specific political viewpoint, either by word or action. Any real or perceived partisanship could threaten the integrity, effectiveness and safety of the project.
- **Ability to Work within Project Guidelines:** Volunteers will be expected to sign a Code of Conduct stating that they understand and agree to follow the guidelines of the project. Volunteers will need to respect and follow the decisions of the project coordinators.
- **Ability to Work with a Team:** We will be a diverse team. Each volunteer must be able to work well with others, follow project decisions, and communicate openly and clearly.
- **Relevant Experience:** We ask that volunteers have some experience relevant to this project. This may include prior experience in Timor-Leste and/or prior experience with election observing, accompaniment, human rights work in the "third world", volunteer experience and other peace work.
- **Language:** We require all project participants to be fluent in English. English and Tetum will be the primary languages of the project, but volunteers who are fluent and/or conversant in Portuguese, Indonesian and/or local languages can also contribute in valuable ways.

THE APPLICATION PACKET FOR INTERNATIONAL VOLUNTEERS

Your application will not be complete without the following:

- Completion of this written application form
- An in-person or telephone interview: We will contact you about scheduling the interview
- Two references (you may send letters of recommendation, but please include day and evening phone numbers, e-mail and SKYPE information, if available, for all references)
- Signed contract that includes the Observer Project's Code of Conduct
- Signed release form freeing ETAN of any responsibility or liability, and accepting responsibility for all eventualities
- A medical release form signed by your doctor, to bring with you to Timor-Leste.

Returning your application to ETAN affirms your commitment to sign, and abide by, the Code of Conduct and Release of Liability; we will ask you to bring a signed hard copy with you to Timor-Leste, or to sign in the presence of project staff upon your arrival.

You will also be responsible for the following:

- Having a current passport valid for at least six months after you expect to leave Timor-Leste, and valid visa. A 30-day visa may be obtained on arrival at the airport in Dili for a fee of US\$30; a \$10 departure tax is required upon leaving. Most international travelers will transit through Bali, Indonesia; an Indonesian visa-on-arrival is required in both directions for a US\$25 fee, plus an airport departure tax of about \$17 (Rp.150,000)
- Getting any necessary preventive medical care, a sufficient supply of any medications you take, and travel/evacuation insurance. Talk with your own doctor about malaria prophylaxis. Follow your own country's health guidelines (for U.S. government guidelines see <http://wwwnc.cdc.gov/travel/destinations/east-timor.htm>), as well as your doctor's recommendations.
- Carefully reading all preparatory material and taking any other action necessary to prepare.
- Providing the funding for your living expenses in Timor-Leste (estimated at around US\$250 per week; amount will vary, depending upon whether you cook at home or eat in restaurants, use taxis regularly, etc.), and a contribution toward the cost of housing (we'll let you know this cost once housing has been arranged)
- Paying a one-time fee of US\$100 to a project account in Dili to cover administration of the office costs, communication, transport, and food for the training and meetings.

Because of the high volume of interest in this project, please read all the material before sending inquiries – but don't fail to ask if anything is unclear to you.

Submit your application by the deadline, March 30, 2012, to etan@igc.org.

APPLICANT QUESTIONNAIRE

Note: Please be complete and thorough in your responses. We need as much information from you as possible. Use additional pages as necessary. *If you already have provided us with a CV, you may refer to it where appropriate, rather than repeating the information; however, please read the entire application and make sure all questions are answered completely.* Please complete the Personal Information and Emergency Contact Information – we will need this form for our files.

Personal Information

Name:

Permanent Address:

If you currently live in Timor-Leste – Address in Timor-Leste:

City:

State/Region:

Country:

Zip/Postal Code:

Telephone:

(day)

(evening)

(mobile)

Fax:

E-mail:

SKYPE:

Male ___ Female ___

Date and place of birth:

Country of Passport:

Passport Number:

Expiration Date:

Emergency Contact Information

Name:

Address:

Telephone:

Fax:

E-mail:

Language:

Relationship to you:

Questions for Applicants

1. For what length of time, and what dates, can you volunteer with this project? (*Please indicate dates you actually expect you can be in Timor-Leste, excluding your travel days*)?
2. Some of our volunteers may have other work or volunteer commitments in Timor-Leste during their time volunteering with this project. If this is your situation and you have any other commitments, please tell us what they are. What days and times will you be available to do Observer Project work?
3. Have you applied to participate in any other observer project for the 2012 elections in Timor-Leste
4. How well do you feel you understand recent events in East Timor? If you have significant relationships with people or organizations in East Timor, please explain.
5. Please explain why you are interested in working on Timor-Leste's 2012 elections with this project.
6. Please describe your educational background in relation to the project.
7. Please describe your work experience in relation to the project.
8. Do you have any other experience, skills or knowledge relevant to this project?

9. Please describe your present family situation. Are you in a committed, long-term relationship? Are there children or other persons dependent on you? Is/are your partner/family members supportive of your plan to be in Timor-Leste and participate in the Observer Project?

10. How would you describe your present state of physical and mental health? Do you have any chronic illness or disabilities? Are you currently under psychological treatment? Do you need regular medication?

11. An ETAN Election Observer is a voluntary position. How would you describe your financial situation? Are you currently working? Are you able to pay for your living expenses while participating in this project?

12. Language competency (none, basic, intermediate, good)?

Languages	Comprehension/ Listening	Speaking	Writing	Reading
English				
Tetum				
Indonesian				
Portuguese				
Other Timorese languages:				

13. *If you live/have lived in Timor-Leste:* How long have you lived in Timor-Leste? Please describe when, where, and for what purpose.

14. Have you ever participated in nonviolence training? If yes, please describe when, where, and for what purpose?

15. What is your knowledge of nonviolent conflict resolution and mediation? Elaborate on what you learned and where.

16. Please describe any previous experience with electoral monitoring.

17. What human rights work experiences have you had (including trainings)?

18. Do you have any working or personal relationship with any Timorese political parties and/or politicians that might cause questions regarding your non-partisanship or neutrality?

19. Describe any other skills you have that might be helpful for the project (report writing, driving, media work, finance, fundraising, training facilitation, legal skills, interpretation, and medical care or first aid)

Two References and their contact details:

1. Name:

Address:

Telephone:

Fax:

E-mail:

Language:

Relationship to you:

2. Name:

Address:

Telephone:

Fax:

E-mail:

Language:

Relationship to you: