

VSA E-Volunteer Assignment Description

Assignment Title	Human Resources Adviser
Country	Solomon Islands
Location of Partner Organisation	Honiara
Partner Organisation	Office of the Auditor-General
Duration	6 months part time
Sustainable Development Goals	

41542

1. Partner organisation overview

The Office of the Auditor General is an independent institution established by the Solomon Islands Constitution 1978 to support the Auditor General to fulfil his/her mandate by providing the necessary staff and resources to do so. The OAG is a supreme audit institution and its purpose is to provide accountability of the Solomon Islands Government.

The vision of the OAG is to be an independent, competent, national audit office with qualified professionals to ensure accountability and transparency in the public sector for the people of the Solomon Islands. Its mission is to be a centre of excellence that enhances the strengthening of public sector accountability, transparency and integrity to the people of the Solomon Islands through professional, independent audit services and reports.

2. Assignment overview

The OAG was assessed against a global tool called the Supreme Audit Institution Performance Measurement Framework (SAI PMF). This identified a number of gaps in its corporate and process documentation. Whilst progress has been made in a number of these areas there is still work to be done regarding human resources issues.

The OAG is seeking the support of a Human Resources Adviser to develop a competency framework that will be used for the functional review. The Human Resources Adviser will work closely with the Manager Corporate Services to build her capacity in soft and technical skills in development of human resources policies and documents such as the competency framework, performance criteria, job descriptions and related documents. Completion of the outputs will provide a firm basis for the Office as a whole to operate more effectively. This will assist in enabling more effort to be placed on the OAG's core activities and shift to increased engagement with stakeholders/citizens in designing and reporting its work.

3. Goal/outcomes/outputs

Goal

Staff understand the requirements of their role, their performance objectives and what good performance looks like.

Outcome 1

Job descriptions meet the standards required for functional review process.



Outputs

- A competency framework that complies with Ministry of Public Service requirements.
- Performance criteria for roles/grades that align with the competency framework and supports the business plan.
- Job descriptions and performance assessment document that align with competency framework and performance criteria.
- New job descriptions for roles identified as part of the functional review process.

Outcome 2

The OAG is using an up-to-date Structure and Staff Levels document (HR Strategy).

Outputs

- Updated Structure & Staff Levels document to reflect current and proposed staffing levels to meet SAI PMF standards.
- Incorporate a staff welfare policy within the Structure & Staff Levels document as per SAI PMF requirements.

Outcome 3

The OAG is using updated monitoring and reporting templates on a monthly basis.

Outputs

- Corporate Services Reporting Framework.
- Monitoring report templates that include key indicators of HR issues for use by Executive Management Team on a monthly basis.
- Monitoring and reporting templates for annual reporting of the OAG performance externally in an annual report.

4. Reporting and working relationships and capacity building

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with Manager Corporate Services. The volunteer will ensure that during the course of the assignment they are building the capacity of the Manager Corporate Services and mentoring and coaching staff whose primary roles are affected by changes to be made through this assignment.

The volunteer will report directly to the Manager Corporate Services and will be accountable to the Deputy Auditor General.

The volunteer and the OAG will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description at the start of the assignment in consultation with the OAG and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.



5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Experience across the range of HR disciplines
- Experience in developing and implementing frameworks and procedures
- Experience in staff development
- Experience in mentoring and coaching
- Understanding of the Solomon Islands context

Desirable

- Experience in a cross-cultural context
- Experience in Public Sector
- Experience in Audit environment and financial management

Personal specification (personal)

Essential

- Commitment to team work, coaching, and mentoring others
- Patience, tolerance and flexibility
- A preparedness to work with limited resources within a challenging environment
- Ability to work remotely
- Embrace diversity

Desirable

- Experience of working in developing contexts
- An understanding of public sector environments and the types of entities that operate in the public sector

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about the Solomon Islands, see <https://vsa.org.nz/about-vsa/countryregion/solomon-islands/>



Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

Children's Act

VSA is committed to the protection of children and vulnerable adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children or vulnerable adults and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

E-Volunteer package

The volunteer's package includes the following:

Reimbursements

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

