VSA E-Volunteer Assignment Description

Assignment Title	Provincial Database Developer
Country	Vanuatu
Location of Partner Organisation	Isangel, Tanna, TAFEA PROVINCE
Partner Organisation	Tafea Provincial Council
Duration	6 months Part-Time
Sustainable Development Goals	

1.   Partner organisation overview

The Republic of Vanuatu is composed of six provinces: Malampa, Penama, Sanma, Shefa, Tafea and Torba. Each province is administered by a provincial council in addition to which there are three municipal councils for the cities of Port Vila (Shefa), Luganville (Sanma), and Lenakel (Tafea). These municipal councils are virtually independent from provincial councils. Provincial councils, whose areas of responsibilities are mainly in the rural parts of the country promote regional autonomy. Representatives of custom chiefs are consulted by the councils on customary laws and traditional issues. At the national level preservation of historical and cultural tradition is reinforced by the National Council of Chiefs who are elected at local level and consulted on national issues. The Department of Local Authorities, within the Ministry of Home Affairs, is responsible for overseeing regional and local government and services ranging from education to regional planning. Regional and local governments are responsible for pre-school and primary education, primary healthcare, regional planning, roads, refuse collection and disposal, cemeteries and crematoria, parks and open spaces and the promotion of tourism.

2.   Assignment overview

The Province does not have a database to manage Provincial Data relating to community resources and other essential data to monitor the progress of its plans. The assignment will assist to establish a Data Management Information System that the Provincial Government never had before. It would also assist to bring all information together for ease of access by everyone including government and non-government organisations.

3.   Goal/outcomes/outputs

Goal

To develop a software platform/database that is compatible, reliable and easy to use/access with the officers trained to manage the software.

Outcome 1

Information systems are developed to capture data and provide information required by the Tafea Provincial Government and stakeholders

- Work with Planning Section to understand data that needs to be collected.
- Consult with the Planning Section for understanding and identification of a preferred system to be used.
- Consult with the Provincial Government and stakeholders for input on the preferred system to be utilized.
- Consult with stakeholders to identify priority data to be recorded and reported on.
- Assist to develop report formats as required by stakeholders.

Outcome 2

A Provincial Data Management Information System is designed and installed.

- Develop and discuss the DMIS with senior officers and important stakeholders.
- Implement the software through training and workshops
- Consult with stakeholders to identify priority information for the database
- Link the database to the website

Outcome 3

Ongoing mentoring is provided, giving advice and guidance when required.

- Provide ongoing mentoring to answer questions as they arise.
- Provide advice and guidance on data management initiatives.

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 Joe Lautim, the Secretary General.

The volunteer will report directly to Secretary General, Joe Lautim and will be accountable to him. On a day-to-day basis, the volunteer will predominately work with the Provincial Planning Team. This will be through regular discussion, consultation, coaching, mentoring, workshops and training.

The volunteer and Tafea Provincial Council 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 in consultation with the partner organisation 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

- Software developer
- Experience in designing and maintaining
- Experience in designing and maintaining websites
- An ability to train others
- An ability to communicate complex information in easily understood terms to non-specialists
- Minimum five years' experience in database design and web application development for medium to large size systems
- Minimum five years' experience in custom database development, including on SQL
- Exceptional analytical skills

Desirable

- Monitoring and evaluation skills
- Experience in teaching, training and / or mentoring

Personal specification (personal)

Essential

- Excellent interpersonal skills, including active listening and problem solving
- Ability to work in a team, with a participatory approach to learning
- Willing to share knowledge and skills
- Willing to take instructions

Desirable

- Be able to work in remotely
- Display cultural sensitivity and patience

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 Vanuatu, see https://vsa.org.nz/what-we-do/countryregion/vanuatu/

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 vulnerable children and 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 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.