

# VSA Assignment Description

<b>Assignment Title</b>	Organisational Support Adviser
<b>Country</b>	Solomon Islands
<b>Location</b>	Honiara
<b>Partner Organisation</b>	National Sports Council
<b>Duration</b>	12 months
<b>Sustainable Development Goals</b>	

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## 1. Partner organisation overview

The National Sports Council (NSC) of Solomon Islands was started by an act of Parliament in 1988. The purpose of the organisation is to foster and promote the development of sport and recreation in Solomon Islands; provide facilities for sport and physical recreation; conduct research and disseminate knowledge and advice on matters relating to sport and physical recreation; and collaborate with external stakeholders to secure benefits from facilities, training and expertise offered. Currently NSC is working with other local stakeholders to prepare for the 2023 Pacific Games to be held in Solomon Islands - the largest sporting event in Solomon's history.

NSC is funded predominately by the Solomon Island Government, supplemented by sponsors and partner organisation. Currently the organisation has six staff and is working towards recruiting staff into the different roles identified in preparation for the 2023 Pacific Games.

One of the departments within NSC is the Corporate Services Department. The department is tasked with management and administration of all facilities that will be used during the 2023 Pacific Games.

## 2. Assignment overview

The purpose of this assignment is to support NSC Corporate Services Department to establish good office practices and system in order to set a standard of business processes that comply with organisational and Government requirements.

The volunteer will support and mentor local staff to develop a good understanding of and implement good office management practices. They will support NSC Corporate Services Department staff to be efficient and agile in how it operates and build the capacity of staff to effectively deliver the 2023 Pacific Games.

## 3. Goal/outcomes/outputs

### Goal

NSC Corporate Services Department has effective administration management systems and processes in place to support its work.



## Outcome 1

Office systems and processes are in place to ensure the efficient and effective operation of the NSC matters.

- Conduct a needs assessment with local counterpart to determine NSC's business requirements for logical and effective operations.
- Upgrade and / or create new systems and processes, including any manuals or templates to meet NSC requirements.

## Outcome 2

NSC Corporate Services and other staff are trained in the new systems and processes as required.

- Assess training needs.
- Develop and deliver training session to corporate services staff.
- Provide ongoing mentoring to the Corporate Services Manager and other staff as required.

## 4. Reporting and working relationships and capacity building

The volunteer will be working closely with corporate services team including HR/Payroll Officer, IT Officer, Finance and Admin Officer, Communications and Marketing Officer and the NSC Financial Controller. They will report directly to the Corporate Services Manager.

The volunteer will contribute to building capacity of the NSC sharing knowledge of best practice and supporting in-house training and development for corporate services staff and providing on the job mentoring.

The volunteer and NSC 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 on arrival 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

- A qualification in Business, Human Resources, Organisation Development or similar.
- Extensive office administration and management experience.
- Experience developing and improving organisational policies and procedures.
- Experience and / or the ability to mentor staff in setting up and maintaining efficient office practices.
- Experience developing training material and delivering training sessions.



- Experience managing competing stakeholder agendas in the workplace.

### Person specifications (personal)

#### Essential

- Ability to work in a cross-cultural environment.
- Ability to work with colleagues for whom English is a second language.
- Ability to work autonomously / minimal supervision.
- Strong relationship management skills.
- Willingness to learn and speak pijin.

## 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. Living Situation

Honiara is the business centre of Solomon Islands and as such is a melting pot for people from all the island groups that make up the diverse nation. A hot and dusty place, Honiara offers most facilities albeit in a fairly rudimentary form. You are strongly encouraged to build relationships in the local community and socialise with Solomon Islanders at every opportunity, as this will enrich your experience of living in Solomons. However, entertainment options are few and far between so there is also a very active expatriate social scene. There are various clubs and social groups in Honiara, which you will get to know with time.

VSA will provide basic, furnished accommodation with gas facilities for cooking. In Honiara, you will have access to power (although power outages can occur), phone, internet, piped water, restaurants, a variety of shops and a large expatriate population. Public transport is very cheap within Honiara. The local bus service is provided by a plethora of vans, and some larger buses. A single fare of SBD3 applies, regardless of the length of the trip. Taxis charge a moderate fare (currently SBD10 per kilometre) but it is wise to establish a fare before commencing a journey.

Most volunteers feel safe in Solomon Islands, but it is important to know the risks and take personal responsibility for your safety. As in many countries, foreigners tend to be the target of petty crime, so always be alert and take precautions. In general, there are no problems moving around the majority of Honiara during the day but it is not safe to walk or catch public transport alone in Honiara after dark.

For more information, see <https://vsa.org.nz/what-we-do/countryregion/solomon-islands/>.

### Additional information

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#### Residency status

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



### **Pre-departure briefing**

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

### **Final appointment**

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

### **Family status**

VSA supports partners to accompany volunteers on assignments of six months or longer. However volunteers with accompanying dependents will not be considered for this assignment.

### **Fundraising**

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

### **Vaccination requirements**

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

### **Children's Act**

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). 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.

### **Volunteer package**

The volunteer's package includes the following:

#### *Reimbursements and grants*

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of SBD 6,500.

#### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. For security purposes volunteers in Honiara should expect to share accommodation.

#### *Airfares and baggage allowance*

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

#### *Insurance*



VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

#### *Utilities*

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

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

