

VSA Assignment Description

Assignment Title	Administration and Financial Management Adviser
Country	Solomon Islands
Location	Honiara
Partner Organisation	Youth Entrepreneurs Council Solomon Islands
Duration	12 months
Sustainable Development Goals	

41816

1. Partner organisation overview

Youth Entrepreneurs Council Solomon Islands (YECSI) is an organisation created under an innovative arrangement or Public Private Partnership between the Solomon Islands Government and the Solomon Islands Chamber of Commerce and Industry. The main purpose of YECSI is to represent young entrepreneurs of Solomon Islands and advocate for an improved business environment that allows young entrepreneurs to succeed thereby creating jobs and investment in the nation.

It has clear objectives outlined in its Constitution which make up the founding pillars or goals of YECSI, namely Advocacy and Support Services.

Youth Entrepreneurs Council Solomon Islands (YECSI) was formally launched on October 12th, 2018, by the Prime Minister of the Solomon Islands and enjoys high-level support of development partners including the Pacific office of the ILO who oversees the implementation of Young Entrepreneurs Council (YEC) across the Pacific region.

2. Assignment overview

The VSA Volunteer will support the coordinator and team to establish systems, policies and processes and ensure strong administrative and financial systems are in place. The volunteer will also ensure that any professional development plans put in place are context specific and can be implemented with minimal resources. Training of trainers will be important in this role.



3. Goal/outcomes/outputs

Goal

YECSI has sound administration and financial systems in place.

Outcome 1

YECSI understands how it can improve its financial and administrative processes.

- Review current administration and financial policies, procedures and systems.
- Work with staff to understand what IT, administration and financial skills, knowledge and experience they have. Page 2 / VSA Assignment Assessment
- Provide YECSI with recommendations on what they can do to improve their administration and financial management skills.
- Support YECSI and its members in ensuring a robust financial systems and processes are in place to help achieve their strategic goals.
- YECSI staff and members are trained in how to improve the processes and effectively implement the systems.
- YECSI and its members are supported through in-house training on financial management delivery to staff and members

Outcome 2

YECSI staff and treasurer have the tools required to improve their administration and financial management.

- Create policies and procedures for administration and financial management.
- Design templates and processes for administration and financial management work.
- Design simple financial management system.
- Design training materials in administration and financial management.

Outcome 3

YECSI staff are conducting their administration and financial manage work to high standards.

- Conduct training on administration and financial management.
- Mentor and coach staff through the process of changing over to use new processes and systems.

4. Reporting and working relationships and capacity building

The volunteer will work closely with the YECSI Coordinator and Board members, YECSI members, stakeholders as well as the SI chamber of Commerce and Industry CEO and Secretariat. She/He will be supervised by and be accountable to YECSI Coordinator.

The volunteer will support YECSI Coordinator and board members on how to improve on their administration and financial management work. This will be done through mentoring and coaching, and through training specifically designed for them.

The volunteer and YECSI 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 relevant tertiary qualification, e.g. Bachelor of Arts, Diploma in Business Administration, financial management or similar field
- Strong experience in developing processes and procedures
- Training and/or mentoring skills
- Strong interpersonal skills with an ability to work with a variety of stakeholders in both the public and private sector
- Excel and/or MS Access skills and experience managing databases

Desirable

- Experience working with young entrepreneurs

Person specifications (personal)

Essential

- Cultural sensitivity
- Willingness to learn how to speak Pijin
- Creative and willing to work with young people
- Excellent problem-solving abilities
- Great organisational and communication skills
- Friendly and open
- Transparent
- Easy to work with and allows constructive critique of their work
- Supportive and inspiring.
- Flexible
- Good relationship management
- Willingness to undertake occasional travel to some locations outside Honiara with basic living conditions

Desirable

- Mature and experience working with people from different cultures.

6. VSA Essential Attributes

- An interest in Pacific Island Culture
- An Interest in Development issues and learning about the macro-economic situation.



- 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

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 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

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. 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.
3. 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.

