

# VSA Assignment Description

<b>Assignment Title</b>	Parliamentary Counsellor Mentor ABG
<b>Country</b>	Bougainville
<b>Location of Partner Organisation</b>	Buka
<b>Partner Organisation</b>	Autonomous Bougainville Government (ABG) Parliamentary Services
<b>Duration</b>	6-12 months
<b>Sustainable Development Goals</b>	



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## 1. Partner organisation overview

### Parliamentary Services, Autonomous Bougainville Government

The Autonomous Bougainville Government (ABG) was inaugurated on 15 June 2005 under a new constitution for the Autonomous Region of Bougainville (ARoB). The ABG derives its authority from:

- The Constitution of Papua New Guinea
- The Constitution of Bougainville
- The Organic Law on Peace Building in Bougainville, Autonomous Bougainville Government and Bougainville Referendum

ABG's governance is separated into three divisions of power – the Legislative, the Executive, the Judiciary. The legislative power of the ABG is vested in the House of Representatives.

The Bougainville House of Representatives (BHoR) was convened in 2005 and assumed its constitutional function as the legislature, including legislative powers to implement pillar 1 of the Bougainville Peace Agreement (BPA), autonomy.

Parliamentary Services is an administrative function of the BHoR. It consists of the Office of the Clerk and Officers and employees of the Service. According to the Parliamentary Services Annual Report (2016), the principal functions of the Parliamentary Service are:

1. To provide an administrative and support service to the BHoR and Members of the House; and
2. To administer, in accordance with directives given by the Speaker, the payment of funding entitlements for parliamentary purposes.

### Parliamentary Committees

The Bougainville Constitution authorises the BHoR to appoint parliamentary committees. Parliamentary committees are small groups of elected members of the House of Representatives appointed by Parliament to consider, investigate and report to Parliament on particular matters.

Parliamentary committee's primary role is to hold the executive government to account by scrutinising bills before Parliament, investigating government policies, and conducting appropriate reviews and



screening of appropriation bills before Parliament. They also play an important role in taking the work of Parliament to the people by holding public inquiries on important and topical issues or referrals assigned to them by the House then reporting their findings to the Parliament.

It is the Government's prerogative to establish committees and delegate matters to them to consider during the term of the House. The committees generally operate with broad terms of references to allow Members more scope to examine important issues more thoroughly. It is the parliamentary services', and especially the parliamentary committee secretariat, responsibility to administer and support parliamentary committees.

The Standing Orders contain rules for the conduct of proceedings in the BHOR. Parliamentary committees conduct their business according to rules set out in Chapter 6 of the revised Standing Orders, which stipulates or guides committees to fulfill their obligatory roles, underlining their core duties, responsibilities, powers, and functions.

A committee secretariat provides administrative and secretarial support to the committees. They coordinate committee meetings, public hearings, travel, undertake research and compile reports to be tabled in parliament.

## **2. Assignment overview**

The volunteer will contribute to a functional ABG Legal Counsel Office by providing mentorship, training, guidance, and support to the Legal Counsel Office

## **3. Goal/outcomes/outputs**

### **Goal**

Fully functional well-resourced Legal Counsel Office.

### **Outcome 1**

Increased skills, confidence, and competence within the Legal Counsel's Office Team

Mentor & train Legal Counsel, Litigation Lawyers & Draftsman in these areas:

- Working alongside the Clerk of the House and the Legal Counsellor, review term of reference, competences, and abilities of the Legal Counsel Team.
- Identify skills gaps and develop recommendations and a capacity building action plan regarding:
  - The difference between a policy and a legislation
  - Correct legislative procedures in a parliament
  - Drafting of a private members bill
  - Process to support Committee Chairs regarding consultation.
- Provide on-the-job mentoring and training workshops in key areas and in accordance with the capacity building action plan, which may include assistance with professional development in legal policy advice and statutory interpretation
- Assist the PLSD in providing guidance on the development, interpretation, and application of legal policies for the DPCSJ and wider ABG



- If requested, assist the legal unit in providing scrutiny of proposals and processes associated with the draw-down of powers from the Government of PNG to the ABG

## Outcome 2

Staff are confident in their ability to develop or amend policies and make recommendations to appropriate agencies

Working alongside lawyers:

- Develop a training and development programme and framework in policy writing.
- Identify gaps in current policy writing
- Work alongside lawyers to develop policies, guidelines, and other related materials; and
- Review documentation produced by lawyers; and
- Provide mentoring and coaching to lawyers.

## 4. Reporting and working relationships and capacity building

The volunteer will report directly to Clerk, Office of the Clerk and will be accountable to Clerk, Office of the Clerk. On a day-to-day basis, the volunteer will predominately work with Legal Counsel Godfrey Bitari

The volunteer and the ABG Parliamentary Services 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

- Experience working within parliament systems
- Significant experience in the justice sector
- A relevant qualification, eg a law degree
- Experience conducting organisational reviews or situation analysis
- Experience assessing staff training needs and mentoring and training others

#### Desirable



- Experience working for or with parliamentary councillor and members
- Experience working in a developing country context or poorly resourced region
- Experience in operations or administrative management

### Personal specification (personal)

#### Essential

- An understanding of issues likely to impact on nascent governmental system in a developing country context
- Strong ability to think innovatively in an environment with limited resources and monetary support
- Demonstrated communication and high-level interpersonal skills to promote co-operation between organisations
- Diplomatic, politically savvy and ability to work within diverse political and cultural settings
- Able to solve problems in a creative and timely manner

#### Desirable

- Understanding and experience living in Papua New Guinea or Melanesia
- A willingness to learn and use Tok Pisin

## 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 Bougainville, see <https://vsa.org.nz/our-work/countryregion/bougainville/>

### 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. The volunteer will receive a remote location grant of NZ\$2000 after six months on assignment.
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 PGK 1,900

### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked 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.

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

Appendix 1: Living and Working Situation Appendix 2: Autonomous Region of Bougainville (ARoB)



## Appendix 1: Living and Working Situation

### Buka

The ARoB is tropical, often rainy and humid with temperatures between 25 to 35 degrees' year-round.

Buka is the administrative centre of the ARoB and the location of the Autonomous Bougainville Government (ABG). Buka has ARoB's only post office, general hospital and university centre. Buka is separated from Bougainville Island by the Buka Passage (a narrow strait between the ARoB two main islands). Fibreglass open boats (banana boats) run back and forth across the channel transporting people and goods each weekday and less frequently on weekends. Road distance from Buka to Arawa is 183kms or four hours, depending on the road condition. The main road in Buka is tar-sealed and suitable for bicycling.

Most VSA accommodation is close to the road that runs into Buka town. This road has a regular PMV service. The accommodation has a gas oven for cooking, tanked rainwater supply shower and flush toilet. The house is on mains power supply and operates on an 'easy-pay' (meter) system. Buka does experience some power problems with the mains generator and occasionally may operate on a load share system, although usually there is 24-hour power. Other volunteers are close by.

The airport in Buka has regular scheduled flights to other destinations in Papua New Guinea (PNG). There are six flights weekly between Buka and Port Moresby via Air Nuigini, although there are regular changes to flight schedules without notification of passengers (re-check your flight details 3 days before scheduled departure). PNG Air enter the market in late-2015 and provide a few fights each week to Rabaul and beyond.

The Consort shipping service delivers goods to Buka every couple of weeks via Rabaul or Lae, and there is a passenger ferry (Chebu) once a month that travels from Buka to Rabaul-Kimbe-Lae over 4 days/3 nights. Public motor vehicles (PMVs) travel the road on a daily basis between Buka and Arawa and on down to Buin. These are usually 10-seater or open backed Land-cruisers although there are some larger trucks also used for transporting people and goods. For the most part roads are unsealed except in Buka , Arawa and Buin towns.

There is limited western-style social life on the island with the main activities being swimming, snorkeling and fishing. Volunteers have joined local sports clubs such as soccer and netball. Volleyball is also very popular. There are potentially excellent tramping tracks, though there can be land access issues unless accompanied by a local. There are no hotels, but several basic guesthouses and restaurants have been established over the last 10 years. Kuri Lodge and Reasons Bar on the Buka Passage provides a popular evening gathering place for Buka residents and visitors.

Buka has an excellent weekday market with a good variety of fresh produce. Fresh fish is available dependent on sea conditions. Trade stores offer a variety of basic imported food and goods. A growing amount of frozen goods are available. A local bakery produces bread (white only) and other simple baked goods. Bread is also brought in from Rabaul, sometimes wholemeal and multigrain. Fresh dairy products are limited and only occasionally available.

Phone and internet communication is improving with Digicel 3G and Telikom 4G LTE is now available in Buka. Cellphones are widely used for communication.

It is recommended volunteers take precautions not to get bitten by mosquitoes. Malaria is endemic in the ARoB and the use of prophylaxis is mandatory.

The BHOR is close to the main road where Public Motor Vehicles (PMVs) run up and down from town between Kubu, Hahila and Hutjena – the three areas that could loosely be called suburbs of Buka.



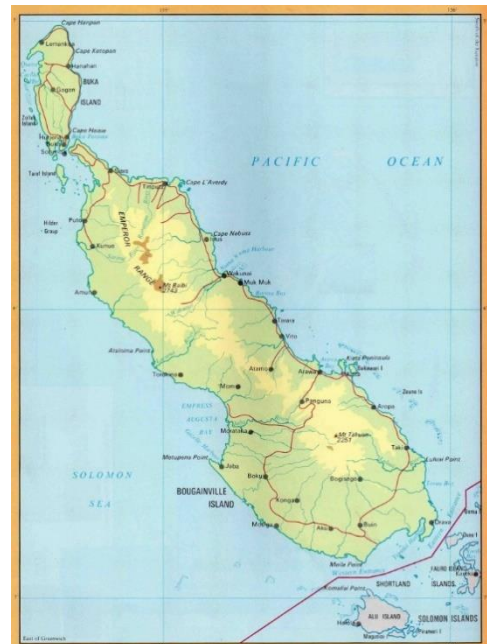
## Appendix 2: Autonomous Region of Bougainville (ARoB)

The ARoB emerged from nine years of civil conflict in 1998, suffering social trauma and with much of the island's infrastructure in tatters. The process of re-building and determining the region's political future follow a difficult and uncertain path. It will continue to take a combined effort, supported where appropriate by funding and technical assistance from international sources, to emerge as a fully functioning society. The ongoing desire of some for independence and the scarcity of development funding from Papua New Guinea create a challenging political and developmental environment.

While the autonomous region has had a particularly difficult colonial and post-colonial history, the people of Bougainville continue to demonstrate tremendous resilience in the face of these challenges. Bougainvilleans are a hardworking, proud, and happy people, and continue to display innovation and strength in spite of complex political and social challenges.

### For more information on ARoB, see:

- ABG Website: [www.abg.gov.pg](http://www.abg.gov.pg)
- Bougainville Travel: [www.bougainville.travel](http://www.bougainville.travel)
- Bougainville News: [www.bougainvillemews.com](http://www.bougainvillemews.com)
- Radio Broadcasting Service: <http://www.bougainville.typepad.com>
- New Zealand Aid Programme in PNG: <https://www.mfat.govt.nz/en/countries-and-regions/australia-and-pacific/papua-new-guinea/>
- Former Volunteer Travel Website: <http://www.travelinspired.co.nz/category/bougainville-papua-new-guinea/>



### VSA in the ARoB

New Zealand, from the signing of the cease-fire in January 1998, has indicated a willingness to help the people of the ARoB help themselves. VSA, with funding from the Ministry of Foreign Affairs and Trade (MFAT) New Zealand Aid Programme, has been involved in the rehabilitation and reconstruction phase of the ARoB's recovery since May 1998.

Since 1998, VSA has built up a programme involving project management and volunteer placement in sectors including health, construction, education, and economic development. VSA volunteers are currently based in Buka, Chabai, Wakunai and Arawa and they are supported by a field office in Arawa and a sub-office in Buka. The Programme Manager is based between Arawa and Buka and a full time Programme Officer assists from the Buka sub-office.

### General security

The physical, psychological, and cultural damage resulting from a decade of civil strife will take many years to heal. The peace process is still fragile, and it will take time before people gain confidence and build trust within their communities and with outsiders.

Volunteers must be aware of, and accept the heightened risk, and adopt behaviour that reflects due caution. This includes taking precautions such as not moving around after dark alone, keeping the house secure and keeping items of value out of sight. All VSA volunteers to the ARoB must sign a set of security protocols that set out behaviour, designed to minimise risk.

VSA has confidence in the peace process and a commitment to the people of the ARoB. The Programme Manager is constantly monitoring the security situation. VSA has found the people of Bougainville to be incredibly hospitable, friendly and keep watch over VSA volunteers as needed.

