

# VSA Assignment Description

<b>Assignment Title</b>	School Office Manager Adviser
<b>Country</b>	Vanuatu
<b>Location of Partner Organisation</b>	Luganville, Santo
<b>Partner Organisation</b>	Luganville International School
<b>Duration</b>	12 Months
<b>Sustainable Development Goals</b>	



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## 1. Partner organisation overview

Luganville International School Inc. is a charitable organization founded on 31st May 2016 and located in Luganville, Santo, Vanuatu. The school was founded by a group of parents who wanted their children to attend a school with a quality education, offering the Australian Curriculum on the island of Espiritu Santo. The number of students enrolled has grown steadily from 8 students in 2016 to over 70 in 2021.

The purpose of Luganville International School (LIS) is to provide a quality education to the community of Luganville. The school aims to produce confident, self-motivated and open-minded students who can operate well both in local and international environments with a strong proficiency in English. LIS aims to produce students that are active members of their communities and the three main values that guide this are 'Learning, Integrity and Service'.

LIS aims to become an integral part of the educational scene in Luganville and, more generally, in the northern region of Vanuatu. In future years, LIS hopes to extend the teaching through to high school years and to provide pathways to tertiary studies.

## 2. Assignment overview

Luganville International School was incorporated without a medium or long-term vision in mind. The school was quickly set up to fulfil the goal of providing quality education to Australian standards for the children of Luganville. As a result, there are no formal policies, plans or procedures in place. There is no business plan, strategic long-term goals, financial plans, school plan, formal data or documentation systems in place.

A volunteer with the skills to write a School Development Plan, alongside developing policies and procedures that will ensure the smooth running of the administrative side of LIS. In partnership with local staff the volunteer will enable LIS to become sustainable and work towards the long-term goal of growing student numbers, becoming more financially independent, developing a high school and pathways to tertiary studies, and filling the gap in quality education opportunities within the Luganville community.



### 3. Goal/outcomes/outputs

#### Goal

To work alongside the teaching staff to write a School Development Plan to grow the school, develop administration procedures and policies and train staff to use them.

#### Outcome 1

Working with local staff a School Development Plan is created

- Work alongside the Principal to develop a 3-year School Development Plan (Road Map) that incorporates:
  - A School Vision
  - Short and long term goals that address
  - Fundraising
  - School Enrolment
  - Partnerships
  - Annual Budget
  - Annual Action Plan

#### Outcome 2

Working alongside local staff school procedures are developed

- Develop procedures for data collection, enrolment, planning and reporting
- Develop a school supplies budget and procedure
- Develop a parent communication channel and database that is inclusive of all families and their access to information
- Develop procedures for ensuring teacher registration requirements are met each year
- Update and review school policies

#### Outcome 3

Working alongside local staff school administration procedures and processes are developed

- Review current school administration procedures
- Review and update information booklet for parents
- Evaluate IT and school supplies and teaching program needs
- Assist with administration for and development of procedures for the recruitment of new staff
- Facilitate and support relationships with key stakeholders – Sanma Education Office and the Teacher Service Commission

### 4. Reporting and working relationships and capacity building

Capacity building will be achieved by mentoring and training staff in how to write and implement a School Development Plan and how to develop procedures and policies that will create a sustainable business with appropriate structure, a clear vision and strategic goals to continue to grow. By supporting the staff to develop these skills it will improve the management and administration of the school, but it will also provide the teachers with development and learning opportunities outside of the typical Teacher training – all of these new skills can also be incorporated into the lessons for their students.



At the community level, capacity building will enable more families to move and settle in Luganville, as they will have the services of a quality education setting to begin or continue their education. Most importantly, at stakeholder level capacity building will enable children to attain a high level of education through to high school in a safe and supportive environment. Additionally, students will have the skills and knowledge needed to confidently and successfully access tertiary education internationally, in Port Vila or online.

The volunteer will report directly to the Acting Principal and will be accountable to the Acting Principal. On a day-to-day basis, the volunteer will predominately work with the Senior Teachers.

The volunteer and Luganville International School 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 as a School Office Manager or Business Administrator
- Diploma or Degree in Business Administration, Business Management or similar
- Excellent communication skills
- IT skills

#### Desirable

- Experience as a Principal / Head of Department
- Experience as an Educator
- Leadership skills
- Critical and flexible thinking

### Personal specification (personal)

#### Essential

- Mature outlook
- Honest / high integrity
- Empathy
- Flexible
- Diligent

#### Desirable

- Experience in working in remote communities or in the Pacific
- Positive



- Good sense of humour

## 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/about-vsa/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.

### 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\$375 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\$550 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 107,580VUV

#### *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.**

