

VSA E-Volunteer Assignment Description

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Assignment Title	Business Mentor
Country	Bougainville
Location of Partner Organisation	Nissan Island and Buka, ARoB
Partner Organisation	
Duration	4 Months Part time
Sustainable Development Goals	



41661

1. Partner organisation overview

PPKalik Group is a Nissan (Nehan) Island based business that was formed in March 2020 aiming to support Nissan communities, by involving them in small business activities to earn income. Their mission is to unite, empower and liberate the members to achieve the goal of better income and an improved living standard. This will be achieved by involving families, individuals, and different community groups in small business activities, in particular the production and packaging of quality coconut oil. Also providing budgeting and business advice. Income is needed by families and communities for education, health and dry goods that are not available on the island

PPKilak is overseen by a Managing Director, an Accountant, and nine (9) assistant managers from each ward of whom four (4) are women. As Pipikalik is a charitable trust these individuals are volunteers who are determined that the pathway towards a healthy and improved lifestyle to through honesty, trust, and cooperation with the members. These volunteer staff will eventually receive an allowance once the organisation has some profitable cash assets

Since it is a new organisation, initial funding will come from:

- Constituency Grants – quarterly payments of funds by the ABG to each constituency for development purposes.
- District Services Improvement Programme DSIP and Rural Development Grants are two separate government programs implemented to support constituency-based programs or projects

Nissan Island is approximately 100 kms north of Buka, access is mostly by open boat, a journey that can take from 3 to 6 hours depending on weather and sea conditions. Recently the airfield has reopened and there are now commercial flights. Up until 2021 there was no mobile phone reception, now there is an operating cell tower. PPKalik has an office and manager in Buka.



2. Assignment overview

A VSA volunteer assignment will provide knowledge and the skills needed by the organisation to work towards achieving set goals. The first step using an E Volunteer would be assisting in the business planning, and to mentor the organisation to ensure viability of their plans and business direction

3. Goal/outcomes/outputs

Goal

Ppkalik has a robust business plan with clear steps of processes and plans required to begin the journey of reaching the organisation goals

Outcome 1

Business Planning, assist Ppkalik in reviewing the requirements for the creation of a robust business.

Create a Business Strategy and Plan

Outputs:

- Interview the director via Zoom calls to obtain a full understanding of the organisations stage in setting up the business
- Alongside director, carry out the process of creation of a draft Business Plan
- With key members of the organisation work through the steps in the creation of a Business Plan
- Assist the Director in communicating the draft plan to the members, gathering feedback, and finalising the Plan

Outcome 2

Scope future assignments required

Outputs:

- Work alongside Director and Managers to itemise the next steps to be taken.
- Scope future VSA Assignments areas. (eg production and marketing)
- Liaise with CPO and or PM and obtain further information form the organisation that may be helpful

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 the volunteer members of the organisation

The volunteer will report directly to The President of Ppkalik and will be accountable to the Director and the Board on a day-to-day basis, the volunteer will predominately work with the volunteer members of the organisation.

The volunteer and Ppkalik 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

- The ability to carry out research, understand Business development in a Developing Country.
- experience in strategic planning, business planning and business development,
- excellent communication skills (verbal and written).
- proven experience with start-up businesses developing strategic plans and translating these into workable business plans specific to the local environmental and economic factors.
- A Diploma or degree in a business discipline

Desirable

- A background in agricultural business mentoring
- an understanding of doing business in development countries
- An understanding of, or an interest in learning the processes involved in Virgin Oil extraction in a basic environment'
- It would be useful to understand FMCG – fast moving consumer goods from a business model perspective

Personal specification (personal)

Essential

- Ambitious, willing to contribute to nation building and able to work freely with members of the partner organisation toward achieving a set goal

Desirable

- Adaptability, flexibility and competency in Business Planning



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 The Autonomous Region of Bougainville, see [ARoB](#)

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.

