

# VSA Assignment Description

<b>Assignment Title</b>	Senior Organisational Development 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>	

41598

## 1. Partner organisation overview

The National Sports Council (NSC) of Solomon Islands was established 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 support preparations 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 organisations. 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 the NSC.

## 2. Assignment overview

The purpose of this assignment is to contribute to the design and delivery of people and organisational development strategies that support the organisation's strategic and operational plans, information sharing, advice and services as required.

The volunteer will assist NSC Corporate Services Department to establish sound office practices and systems to set a standard of business processes that comply with organisational and Government requirements. 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 sport and physical activity across the country while managing the facilities constructed for the 2023 Pacific Games.

## 3. Goal/outcomes/outputs

### Goal

National Sports Council has an organisation development strategy and supporting systems in place that support strong business and people operations.



## Outcome 1

NSC is operating as an efficient and effective organisation.

Working alongside the Chief Executive Officer and senior management:

- Design and deliver the strategic plan, organisational development strategies, processes, and interventions.
- Support the development of the organisational structure, job descriptions and job evaluations.
- Support the introduction of performance improvement initiatives i.e., through competency framework.
- Design and deliver in-house activities that build the organisation's capacity and capabilities.
- Introduce and implement measures to build and maintain staff engagement.

## Outcome 2

NSC is a learning organisation that supports staff development.

Working alongside heads of units and the Corporate Services Manager:

- Develop a learning and development policy for the organisation.
- Support the design and delivery of appropriate and relevant Personal Development Plans.
- Develop and deliver internal capacity building programmes.
- Put in place coaching, mentoring and secondment arrangements for staff development.

## Outcome 3

NSC staff are well managed and performing to the best of their abilities.

Working alongside the Human Resources Manager:

- Drawing on previous management and sports-related roles, and relating them to the Solomon Islands context, recommend the use of a recognised job evaluation system for adoption that advises on job design, description, and correct grading of jobs.
- Introduction of an annual appraisal process to ensure consistency of quality in appraisal implementation.
- Design a corporate induction programme.
- Support the development of people management policy and procedures.

## 4. Reporting and working relationships and capacity building

The Senior Organisational Development Adviser will work with the senior management team, primarily the Corporate Services Manager in a manner that builds capacity of NSC staff. The Adviser will design and deliver capacity building initiatives that support adult learning and engagement.

The Senior Organisational Development Adviser will design and deliver capacity building initiatives that support adult learning and engagement. They will contribute to sharing knowledge of best practice and assist with mentoring and coaching of staff as agreed with the Corporate Services Manager and Chief Executive Officer.



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

- 10+ years' experience in a Senior Organisational Development role with associated qualification/s.
- Experience in capability matrix design and competency frameworks.
- Experience in running end-to-end human resources projects.
- Certification in global job-evaluation methodology relevant to the role.
- Sound experience in setting up and implementing appraisal systems and processes.
- Ability to mentor at executive level.
- Strong written and communication skills - oral, written and presentation.

#### Desirable

- Experience introducing new business systems and processes in a new and emerging organisation.
- Experience designing and delivering events.

### Person specifications (personal)

#### Essential

- Willingness to learn pijin.
- Ability to work with people from different backgrounds and culture.
- Flexible and comfortable with ambiguity.
- Great negotiation skills.
- Self-motivation, enthusiasm and results focussed.
- Pragmatic and solution oriented.
- Committed to high standards and continuous improvement.
- Ability to move between big picture and detail.

## 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 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 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. 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.**

