

# VSA Assignment Description

<b>Assignment Title</b>	Business Administration Adviser
<b>Country</b>	Vanuatu
<b>Location of Partner Organisation</b>	Port Vila
<b>Partner Organisation</b>	The Vanuatu Cultural Centre
<b>Duration</b>	12 Months with option to extend
<b>Sustainable Development Goals</b>	



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## 1. Partner Organisation Overview

The Vanuatu Cultural Centre or in Bislama Vanuatu Kaljoral Senta (VKS) is a Department in the Ministry of Internal Affairs and is a statutory body that is mandated to provide the necessary services for the preservation, protection, development and promotion of important aspects of Vanuatu's rich and diverse cultural heritage.

The Vanuatu Cultural Centre has as an objective to run and administer the following national institutions and their activities:

- the National Museum;
- the National Library (including Port Vila Public Library);
- the National, Film, sound and Photo Archive;
- the National Heritage Registry and overall management of the nation's cultural heritage.

It is tasked to collect, store and disseminate information (tangible and intangible) about Vanuatu's cultural heritage to ensure that the rich and diverse cultural heritage is retained for posterity. Since its inception, the Vanuatu Kaljoral Senta has played a major role in the recording and documentation of cultural and historical events and oral traditions, the collection of valuable oral traditions and traditional knowledge and artefacts, the surveying of cultural and historical sites and the discovery of significant archaeological sites.

The Vanuatu Cultural Centre holds collections of nationally significant artefacts, hosts researchers, undertakes its own research, surveys & digs, hosts archaeologists and anthropologists. The 'Friends of the Vanuatu Museum' (FoVM) is a registered NGO run by volunteers, that supports awareness and outreach, presentations of research in 6 weekly talks live streamed and in supplementing the Cultural Centres operational cost through fundraising initiatives identified by the Museum.

## 2. Assignment Overview

The Vanuatu Cultural Centre is overseen by a Board and the centre is administered by the Director. The Strategic Direction of the Centre is set by the National Sustainable Development Plan (NSDP) 2016 – 2030. The NSDP is the Vanuatu Governments over-arching planning document and seeks to deliver the Sustainable Development Goals. The Vanuatu Cultural Centre has a 5 year Corporate Plan to deliver the



NSDP and an annual Business Plan that operationalises the Corporate Plan. The newly appointed Director of the Vanuatu Cultural Centre is a qualified and experienced Archaeologist, but with limited business administration experience.

A volunteer with experience in business administration will assist the new Director to set a strategic pathway through stronger management, administration, reporting, finance management and resourcing processes.

The volunteer will provide professional and peer support to the Director to assist in developing his capacity to manage the finances, the staff and the donors to ensure that the Centre is an efficient and well run organisation with a strong strategic direction and future plans. The volunteer through building capacity for the Director will also be able to provide mentoring and support to the management staff.

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

#### **Goal**

Through organisational capacity strengthening of the Director, the Museum will begin to attract long term resourcing support from Government, Development Partners and the Corporate Sector.

#### **Outcome 1**

Finance Management – the volunteer will support and mentor the Director to:

- Manage the current budget and complete required reporting
- Develop proposals for Government Budget Submission
- Implement the Ministry of Internal Affairs (MoIA) Corporate Plan 2022-2026
- Deliver the 2023 Business Plan

#### **Outcome 2**

People Management – the volunteer will support and mentor the Director to:

- Review and then implement the restructure of the Cultural Centre
- Improve formal staff performance review process
- Support development of training for Museum officers i.e. writing Grant proposals in liaison with Ministry of Internal Affairs HR Officers.

#### **Outcome 3**

External Relationship Management – the volunteer will support and mentor the Director to:

- Strengthen relationships with Vanuatu Government
- Strengthen relationships with Development Partners
- Develop relationships with regional & international museums

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

The volunteer will report directly to and be accountable to the Chairperson of the Board of the Vanuatu Cultural Centre. On a day-to-day basis, the volunteer will predominately work with the Director of the Cultural Centre and the Management Staff.

The volunteer and the Cultural Centre 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

### Professional specifications

#### Essential

- Public or business administration & management experience
- Experience at senior/executive level of Local Government

#### Desirable

- Mentoring & capacity building.
- Museum management or curating experience

### Personal specifications

#### Essential

- Commitment to team work, coaching, and mentoring others
- Awareness and sensitivity of cross-cultural settings
- Patience, tolerance and flexibility
- A preparedness to work with limited resources within a challenging environment

#### Desirable

- Experience working with culturally and linguistically diverse people
- Willing to learn Bislama

## 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.**

