


VSA Assignment Description

Assignment Title	Higher Education Administration Mentor
Country	Papua New Guinea
Location of Partner Organisation	Kokopo, East New Britain
Partner Organisation	St. Peter Chanel Catholic College of Secondary Teacher Education (Ulapia)
Duration	3 months
Sustainable Development Goals	

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1. Partner Organisation Overview

St. Peter Chanel Catholic College of Secondary Teacher Education (Ulapia) is a recently established institution that aims to address the long-standing shortage of qualified secondary school teachers, particularly in mathematics and science subjects. The College's vision is to prepare the next generation of educators who not only educate but also inspire and motivate their students to reach their full potential. One of the major goals of the College is to provide a high-quality education that equips future teachers with the skills and knowledge necessary to make a meaningful impact on the lives of their students.

The education provided by St. Peter Chanel Catholic College of Secondary Teacher Education is comprehensive, covering a wide range of knowledge areas including pedagogy, content, epistemology, psychology, sociology, and religious education. This ensures that graduates have a well-rounded understanding of the field and are capable of creating engaging and effective learning experiences for their students. The College is committed to providing quality instruction and mentorship to each student to help them achieve their full potential. The lecturers are leaders in their respective fields and are dedicated to equipping our graduates with the knowledge and skills they need to make a lasting impact on the lives of their students.

The College's rigorous academic programmes and practical experience in a variety of educational settings prepare our graduates to succeed in any teaching environment, whether urban or rural. As one of the premier teacher training institutions in PNG, we strive to provide a supportive and challenging learning environment that prepares our graduates for success in the classroom and beyond. Our dedication to quality teaching and learning is reflected in the recognition we have received.

One of the current challenges that the College currently faces includes limited expertise among staff in administrative practices, such as policy development, and administrative processes, procedures and systems.

2. Assignment Overview

St. Peter Chanel Catholic College of Secondary Teacher Education is committed to continually improving its capacity, capability, systems, and processes to support better educational experiences and outcomes.



Therefore, a VSA volunteer (Higher Education Administration Mentor) will lead and support the strengthening of the College's administrative practices, including the improvement of policies, processes, and procedures related to curriculum, accreditation, and student academic success. The volunteer will also provide coaching and mentoring to administrative staff, ensuring that the College's policies, processes, and procedures comply with relevant tertiary education laws and regulations, meet the needs of students, and support the College's overall mission.

3. Goal/Outcomes/Outputs

Goal

The College has implemented more effective and efficient administrative processes and systems, which include policies related to academic and student affairs as well as legislative and regulatory compliance. These changes have led to an enhanced teaching and learning environment, and have supported better educational outcomes.

Outcome 1

St. Peter Chanel Catholic College of Secondary Teacher Education strengthens its administrative processes, systems, operations and practices, ensuring that the College operates effectively and efficiently to support students' success and the College's mission.

Working collaboratively and cooperatively:

- Lead the consultation process to comprehensively determine and understand capability and capacity gaps in policies, processes, and systems.
- Work with the leadership team and key stakeholders to prioritise areas for improvement based on data analysis, stakeholder feedback, and effective practices in higher education.
- Provide expertise and work with institutional leaders to strengthen administrative capabilities, support institutional advancement, and enhance the organisation's performance by improving policies, processes, and systems.

Outcome 2

St. Peter Chanel Catholic College of Secondary Teacher Education's administrative staff are trained, mentored, and supported to improve administrative management.

- Assess the current skills, knowledge, and abilities of relevant employees to identify any capacity or capability gaps in administrative management.
- Provide training, mentorship, support and resources to improve the skills and knowledge of administration staff, enabling better outcomes through increased efficiency and effectiveness.

4. Reporting, Working Relationships and Capacity Building

The capacity strengthening aims to enhance administrative capabilities at individual and organisational levels, enabling the College to effectively address its administrative challenges. The capacity strengthening will take place through a variety of activities, including training, mentoring, coaching, collaboration, and knowledge sharing. Through these capacity-building efforts, the College can build a sustainable and effective organisation that is better positioned to achieve its strategic objectives and to respond to evolving needs.

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

The volunteer and St. Peter Chanel Catholic College of Secondary Teacher Education 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 reviews and reflects 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

- A degree in education administration, business administration, or a related field.
- At least five years of experience in higher administration or a related field.
- Strong organisational, leadership, communication, and interpersonal skills.
- Excellent communication and interpersonal skills.
- Experience developing and implementing policies and procedures.
- Experience working with faculty, staff, and other administrators.
- Strong problem-solving skills and ability to make sound decisions.
- Knowledge of teaching standards, curriculum development, accreditation processes, and data analysis.
- Proficiency in Microsoft Office Suite, learning management systems, and other relevant technology.

Person Specification (Personal)

Essential

- A positive can-do attitude.
- Supportive and understanding.
- Excellent relationship management skills (ability to relate well to people from different backgrounds and cultures).
- Ability to work collegially and collaboratively.
- Patient and flexible.

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 Papua New Guinea, see <https://vsa.org.nz/our-work/countryregion/papua-new-guinea/>

8. Living and Working Situation

Furnished accommodation will be provided to the volunteer. Located within the suburbs of Kokopo, the distance between the College and the volunteer's accommodation is about 5-10 minutes by bus. Volunteers may be asked to share accommodation depending on the situation.

The College is situated on the previous site of the former St. Peter's Minor Seminary College in Ulapia. It is approximately a five-minute drive from Kokopo township and is surrounded by coconut and cocoa plantations.

At the College, the volunteer will be sharing an office space with other administrative staff. Currently, all staff offices have adequate ventilation including electric fans. The College will provide basic office equipment and resources including printer, stationery, and Internet access. The College's staff bus picks up and drops off staff and volunteers each working day.

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

The volunteer will receive a daily living allowance of NZ\$34 or the equivalent amount in local currency (PNG Kina).

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.

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

