

# VSA Assignment Description

<b>Assignment Title</b>	Adult Education Advisor (Literacy, Numeracy and Computer Literacy)
<b>Country</b>	Papua New Guinea
<b>Location of Partner Organisation</b>	Rabaul, East New Britain
<b>Partner Organisation</b>	Edmund Rice Life Training Centre (ERLTC) – Vuvu
<b>Duration</b>	12 months (with possible option to extend)
<b>Sustainable Development Goals</b>	



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## 1. Partner Organisation Overview

Vuvu was established in 2006 by Br Andrew Kiaplai CFC (deceased Feb 2022) in response to the needs of at-risk male youth. The property at Vuvu, which had been mothballed for several years, had previously been a training centre (novitiate) for young men who joined the Christian Brothers. The Christian Brothers Leadership Team approved the proposal by Br Andrew to start a training centre for at-risk male youth who had failed their primary education.

The purpose of Edmund Rice Life Training Centre (ERLTC) is to reach out to at-risk male youth and to offer them hope through a four-year residential program which gives them trade skills, which equips them with the abilities and knowledge to adapt and thrive in a changing world and become independent, confident, and responsible adults. The goal of ERLTC (commonly known as Vuvu) is for students to complete a four-year program, after which they graduate with skills in building, construction and maintenance, a driver's licence, a bank account, and usually permanent employment.

Vuvu needs a volunteer teacher who has skills in teaching literacy, numeracy and computing, as the current level among students is quite low. In addition, Vuvu's teaching staff would benefit from being trained to teach in these areas. Other areas in which Vuvu would benefit from a volunteer's skills include carpentry and joinery, welding, small engine maintenance and driver education.

## 2. Assignment Overview

One of the greatest challenges of Vuvu is that students have not completed or successfully completed their primary school education, resulting in many skills typically acquired at primary school level needing improvement.

One of Vuvu's goals, therefore, is to enhance these skills of adult students to improve their literacy, numeracy and computing skills. A VSA volunteer could contribute by improving the capacity and capabilities of instructors through upskilling, mentoring and training as well as through teaching some valuable life skills to the students.



### 3. Goal/Outcomes/Outputs

#### Goal

Edmund Rice Life Training Centre (Vuvu) instructors have improved capacities and capabilities in the teaching of adults (adult education) to more effectively teach literacy, numeracy and computer literacy, enabling them to better support educational outcomes.

#### Outcome 1

Vuvu instructors use improved resources, assessments, tools and strategies to enhance students' literacy, numeracy and computer literacy levels.

In conjunction with relevant staff:

- Assess instructors' and students' current skills in literacy, numeracy and computer literacy.
- Lead the development of literacy, numeracy and computer literacy resources, assessments, tools and strategies in line with best practices and guidelines.
- Promote literacy, numeracy and computer literacy to all staff and students.
- Mentor instructors and students in multi-modal learning strategies.

#### Outcome 2

Vuvu instructors have an increased understanding of adult education and therefore an increased capacity to deliver training to students, particularly in literacy, numeracy and computer literacy.

In conjunction with relevant staff:

- Enhance Vuvu instructors' knowledge and teaching practices in accordance with best practices in adult education.
- Lead the development of a train-the-trainer programme, which enhances Vuvu's teaching of literacy, numeracy and computer literacy.
- Provide training for staff from affiliated partners on adult education and the teaching of literacy, numeracy and computer literacy.

#### Outcome 3

Vuvu's curriculum in literacy, numeracy and computer literacy aligns with current educational theories and practices.

In conjunction with relevant staff:

- Lead the development of resources and strategies for improved educational outcomes by implementing relevant teaching and learning strategies
- Identify, adapt and/or develop relevant teaching and learning resources e.g., paper-based, multimedia, ICT, Word, Excel, PowerPoint etc.

### 4. Reporting, Working Relationships and Capacity Building

The volunteer will:

- build capacity at an individual level by working alongside and mentoring instructors and students (in literacy, numeracy, computing, classroom management and communication skills).
- build capacity at an organisational level through the development of resources relevant to a PNG context.
- conduct training sessions, at the community level, with Vuvu staff and others from affiliated partners.
- distribute the resources and make them accessible to a wider audience.

The volunteer will report directly and be accountable to Vuvu's Manager. On a day-to-day basis, the volunteer will predominately work with the Manager and other staff members.



The volunteer and Edmund Rice Life Training Centre (ERLTC) – Vuvu 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 qualification in education, adult education and/or NCALNE.
- Significant teaching experience in a tertiary/adult education context.
- Demonstrated knowledge of adult literacy, numeracy, computer literacy and curriculum development.
- Experience in training the trainers or evidence of capacity building of teaching staff.
- Proficient in the use and teaching of Microsoft Office.

#### Desirable

- Evidence of applying Māori and Pasifika frameworks to teaching contexts.

### Person Specification (Personal)

#### Essential

- Positive, 'can do' attitude.
- Flexible, resilient and patient.
- Keen to be up-to-date with theories and practices in adult education.
- Experience working in cross-cultural contexts.
- Friendly, relates well to people and willing to ask for help.
- Good communication skills.
- Willing to learn and use Tok Pisin.

#### Desirable

- Resourceful and Energetic.

## 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

Vuvu is a plantation with extensive grounds and beach frontage, on the North Coast Road, which is a major transport route, used by public transport providers. Vuvu maintains good relationships with locals and looks for opportunities for positive interaction with them e.g., sponsorship of a football club.

Available to the volunteer will be one office and one large desk shared by all staff – staff who have very little need for it. There is air conditioning in the computer room, with internet access available via hot-spotting off mobile phones.

Accommodation is provided by VSA, which includes basic necessities and is situated as close as possible to the workplace (not always possible).

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### 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 PGK 1,900.
4. A location grant of NZ\$1000 will be paid after 6 months on assignment.

#### *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.**

