

# VSA Assignment Description

<b>Assignment Title</b>	Communications and Media Mentor
<b>Country</b>	Bougainville
<b>Location of Partner Organisation</b>	Buka
<b>Partner Organisation</b>	Bougainville Women's Federation
<b>Duration</b>	6 months
<b>Sustainable Development Goals</b>	



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## 1. Partner organisation overview

Bougainville Women's Federation (BWF) was established in 2012. It was established as the peak body representing all women in Bougainville. It was registered as an association with the Investment Promotion Authority in the same year. However, it has now been officially recognised by the Autonomous Bougainville Government through an Act of Parliament known as the "Bougainville Women's Federation Act" in 2020. It was formed after a meeting by all women leaders of Bougainville to address issues affecting women, children, and marginalised groups in Bougainville.

BWF's mission Statement

- Is the peak representative body for the women of the Autonomous Region of Bougainville
- Works for the empowerment of women, ensuring that women's voices are heard in decision-making at all levels of society; and
- Holds a unique position of influence in all matters concerning gender equality and the participation of women in Bougainville's (socio-economic and political) development.

To achieve its purpose, BWF works with the women of Bougainville by implementing programs/projects; advocates and lobbies with the Autonomous Bougainville Government on issues affecting women. Main stakeholders are the women of Bougainville, youth, marginalised groups, government, development partners and the private sector.

## 2. Assignment overview

To enable more efficient communication to a widely spread population Bougainville Women's Federation (BWF) wishes to set up digital communication for the Women and Girls of Bougainville. In particular a website, email, Whatsapp and Facebook.

A volunteer assisting in setting up digital Communications would enable BWF to communicate widely and effectively with Women and Girls of Bougainville. This would assist in BWF's goal of empowering Women and Girls by disseminating knowledge and information.

## 3. Goal/outcomes/outputs

### Goal

BWF has a functional website regularly updated. Women and girls of Bougainville also have access to email, Facebook and Whatsapp.



Information about BWF and their programs is also available through Radio and print

**Outcome 1**

BWF has a functional Communications Strategy in place which effectively promotes their programmes and provides relevant information to the Women and Girls of Bougainville.

In conjunction with the President, Advocacy and Communications Officer, and the Executive Officer:

- Assess how effectively the current communications plan connects and promotes BWF programmes and identify any gaps
- Develop a communications strategy and implementation plan, to address any gaps in the current communications work

**Outcome 2**

BWF Advocacy and Communication Officer has the knowledge to set up and manage a website and run Social Media Channels

- Assess the current level of skill and knowledge of the staff in managing a website
- Work alongside the Advocacy and Communications Officer (Adv Coms Officer) to create a functional website
- Assess the current level of skill and knowledge of the staff in managing a functional social media platform
- Work alongside the Adv Coms Officer to set up and manage Social Media Channels

**Outcome 3**

All BWF Members have access to other BWF members trained in using the website and Social Media Channels to ensure members receive communications

- Work alongside the Adv Coms Officer and district BWF Leaders to create and present a training programme for social media use. Include internet safety and protocols
- Alongside the Adv Coms Officer follow up on the effectivity of the training by reviewing usage and surveying a selection of members
- Carry out further training as required

**Outcome 4**

BWF has a plan for regular media communication to its member and the public

In conjunction with the Adv Coms Officer

- create a regular media Communications plan
- Manage the online social media accounts, ensuring sign off is obtained from the necessary staff prior to posting
- Assist President, Executive Officer, and Adv Coms Officer in the drafting of press releases, program report writing including reviewing and editing.

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

The volunteer will report directly and will be accountable to the BWF President. On a day-to-day basis, the volunteer will predominately work with the Advocacy and Communications Officer

The volunteer and BWF 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

- Training in communications, information technology or marketing
- Excellent written communication and editing skills
- Knowledge of website and social media platforms for mass communication
- Excellent computer literacy

#### Desirable

- Experience in communication and stakeholder engagement

### Personal specification (personal)

#### Essential

- An understanding of the realities of working in a remote location with limited access to resources and ability to think innovatively
- Ability to work independently and problem solve
- Excellent organisational and communication skills
- Ability to work in a cross-cultural environment

#### Desirable

- A willingness to learn and use Tok Pisin
- An understanding of issues likely to impact on effective office management in a developing country context

## 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 Bougainville, see <https://vsa.org.nz/about-vsa/countryregion/bougainville/>

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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. The volunteer will receive a remote location grant of NZ\$2000 to help towards a break out of Bougainville after six months on assignment.
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 PGK1,900.

*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.**

**Appendix 1: Working Situation Appendix 2: Living situation Appendix 3: Autonomous Region of Bougainville (ARoB)**



## Appendix 1: Working Situation

The BWF office is located at the back of the main Buka Fruit, Vegetable and Fish market in the central business area of Buka. It is a short PMV (public motor vehicle) ride from the VSA accommodation at Busbin or a 10 min cycle or 20-minute walk

The office can at times be a busy vibrant place. An office space with appropriate equipment (desk, chair) has been designated for the volunteer, the volunteer will need to bring their own laptop. Below the office is a kitchen and a toilet facility.

## Appendix 2: Living Situation

### Buka

The ARoB is tropical, often rainy, and humid with temperatures between 25 to 35 degrees' year-round.

Buka is the administrative centre of the ARoB and the location of the Autonomous Bougainville Government (ABG). Buka has ARoB's only post office, general hospital and university centre. Buka is separated from Bougainville Island by the Buka Passage (a narrow strait between the ARoB two main islands). Fibreglass open boats (banana boats) run back and forth across the channel transporting people and goods each weekday and less frequently on weekends. Road distance from Buka to Arawa is 183kms or four hours, depending on the road condition. The main road in Buka is tar-sealed and suitable for bicycling.

Most VSA accommodation is close to the road that runs into Buka town. This road has a regular PMV service. The accommodation has a gas oven for cooking, tanked rainwater supply shower and flush toilet. The house is on mains power supply and operates on an 'easy-pay' (meter) system. Buka does experience some power problems with the mains generator and occasionally may operate on a load share system, although usually there is 24-hour power. Other volunteers are close by.

The airport in Buka has regular scheduled flights to other destinations in Papua New Guinea (PNG). There are six flights weekly between Buka and Port Moresby via Air Nuigini, although there are regular changes to flight schedules without notification of passengers (re-check your flight details 3 days before scheduled departure). PNG Air enter the market in late-2015 and provide a few flights each week to Rabaul and beyond.

The Consort shipping service delivers goods to Buka every couple of weeks via Rabaul or Lae, and there is a passenger ferry (Chebu) once a month that travels from Buka to Rabaul-Kimbe-Lae over 4 days/3 nights. Public motor vehicles (PMVs) travel the road on a daily basis between Buka and Arawa and on down to Buin. These are usually 10-seater or open backed Land-cruisers although there are some larger trucks also used for transporting people and goods. For the most part roads are unsealed except in Buka , Arawa and Buin towns.

There is limited western-style social life on the island with the main activities being swimming, snorkeling and fishing. Volunteers have joined local sports clubs such as soccer and netball. Volleyball is also very popular. There are potentially excellent tramping tracks, though there can be land access issues unless accompanied by a local. There are no hotels, but several basic guesthouses and restaurants have been established over the last 10 years. Kuri Lodge and Reasons Bar on the Buka Passage provides a popular evening gathering place for Buka residents and visitors.

Buka has an excellent weekday market with a good variety of fresh produce. Fresh fish is available dependent on sea conditions. Trade stores offer a variety of basic imported food and goods. A growing amount of frozen goods are available. A local bakery produces bread (white only) and other simple baked goods. Bread is also brought in from Rabaul, sometimes wholemeal and multigrain. Fresh dairy products are limited and only occasionally available.

Phone and internet communication is improving with Digicel 3G and Telikom 4G LTE is now available in Buka. Cellphones are widely used for communication.

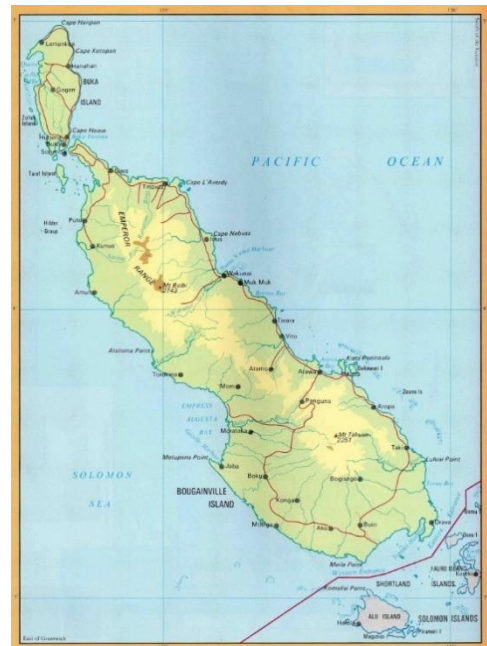
It is recommended volunteers take precautions not to get bitten by mosquitoes. Malaria is endemic in the ARoB and the use of prophylaxis is mandatory.



## Appendix 3: Autonomous Region of Bougainville (ARoB)

The ARoB emerged from nine years of civil conflict in 1998, suffering social trauma and with much of the island's infrastructure in tatters. The process of re-building and determining the region's political future follow a difficult and uncertain path. It will continue to take a combined effort, supported where appropriate by funding and technical assistance from international sources, to emerge as a fully functioning society. The ongoing desire of some for independence and the scarcity of development funding from Papua New Guinea create a challenging political and developmental environment.

While the autonomous region has had a particularly difficult colonial and post-colonial history, the people of Bougainville continue to demonstrate tremendous resilience in the face of these challenges. Bougainvilleans are a hardworking, proud and happy people, and continue to display innovation and strength in spite of complex political and social challenges.



**For more information on ARoB, see:**

- ABG Website: [www.abg.gov.pg](http://www.abg.gov.pg)
- Bougainville Travel: [www.bougainville.travel](http://www.bougainville.travel)
- Bougainville News: [www.bougainvillemews.com](http://www.bougainvillemews.com)
- Radio Broadcasting Service: <http://www.bougainville.typepad.com>
- New Zealand Aid Programme in PNG: <https://www.mfat.govt.nz/en/aid-and-development/our-work-in-the-pacific/aid-partnership-with-papua-new-guinea/>
- Former Volunteer Travel Website: <http://www.travelinspired.co.nz/category/bougainville-papua-new-guinea/>

### VSA in the ARoB

New Zealand, from the signing of the cease-fire in January 1998, has indicated a willingness to help the people of the ARoB help themselves. VSA, with funding from the Ministry of Foreign Affairs and Trade (MFAT) New Zealand Aid Programme, has been involved in the rehabilitation and reconstruction phase of the ARoB's recovery since May 1998.

Since 1998, VSA has built up a programme involving project management and volunteer placement in sectors including health, construction, education, and economic development. VSA volunteers are currently based in Buka, Chabai, Wakunai and Arawa and they are supported by a field office in Arawa and a sub-office in Buka. The Programme Manager is based between Arawa and Buka and a full time Programme Officer assists from the Buka sub-office.

### General security

The physical, psychological, and cultural damage resulting from a decade of civil strife will take many years to heal. The peace process is still fragile, and it will take time before people gain confidence and build trust within their communities and with outsiders.

Volunteers must be aware of, and accept the heightened risk, and adopt behaviour that reflects due caution. This includes taking precautions such as not moving around after dark alone, keeping the house secure and keeping items of value out of sight. All VSA volunteers to the ARoB must sign a set of security protocols that set out behaviour, designed to minimise risk.



VSA has confidence in the peace process and a commitment to the people of the ARoB. The Programme Manager is constantly monitoring the security situation. VSA has found the people of Bougainville to be incredibly hospitable, friendly and keep watch over VSA volunteers as needed.

