

VSA Assignment Description

Assignment Title	Executive Mentor
Country	Solomon Islands
Location of Partner Organisation	Honiara
Partner Organisation	Young Entrepreneurs Council of Solomon Islands
Duration	12 months
Sustainable Development Goals	



41846

1. Partner organisation overview

YECSI is a young organisation having only been launched in October 2018. YECSI is an important priority within the Solomon Islands Government National Youth Policy focusing on the economic empowerment of young people through entrepreneurship. It was created under an innovative arrangement of public-private partnership between the Solomon Islands Government and the Solomon Islands Chamber of Commerce and Industry (SICCI). The main purpose of YECSI is to represent the young entrepreneurs of Solomon Islands and advocate for an improved business environment that allows young entrepreneurs to succeed thereby creating jobs and investment in the nation.

Currently the YECSI secretariat consists of a Coordinator and administration officer, both of whom are tasked with achieving the key goals of the organisation as well as establishing its underpinning systems.

2. Assignment overview

VSA is seeking a volunteer who has background in business administration and management, and organisational development to support YECSI to achieve its goals. The volunteer will work alongside staff and the board to ensure that YECSI strategy is being implemented and that young entrepreneurs are benefitting from its services and advocacy work.

3. Goal/outcomes/outputs

Goal

YECSI has systems and processes in place that support implementation of programmes and good governance.

Outcome 1

YECSI staff have clearer understanding of how to implement strategy.
Working alongside the Coordinator and Board:

- Gain understanding of YECSI's strategy and how it currently operates.
- Work alongside staff to understand how they implement strategy.
- Attend board meetings and observe how decisions are made.
- Provide a report with recommendations on how YECSI can simplify its processes and implement its strategy.



Outcome 2

YECSI board is well informed and making good decisions.

- Create reporting and other templates that help to structure information required by staff and board.
- Simplify YECSI Board Papers to ensure issues taken to the board are at governance level.
- Provide reports that show progress on core outputs of YECSI as per strategy.
- Assist in the development of issues papers to be considered at both YECSI Board meeting and board Sub-Committee Meeting.

Outcome 3

YECSI staff are implementing activities that enhance the capacities and capabilities of young entrepreneurs.

- Conduct periodic surveys to inform board on members training needs, potentially disaggregated by sector/industry, and by province.
- Develop or obtain resources for workshops/training that target the needs of members.
- Providing mentoring opportunities between YECSI members and leaders in the private sector.
- Develop a monitoring, evaluation, research and learning framework and tools to ensure tracking of effectiveness of tools.

Outcome 4

YECSI is creating and maintaining relationships with key stakeholders.

- Host networking activities that introduce and update on YECSI staff, board and members' activities.
- Hold meetings with key stakeholders in private and public sector, and in communities.
- Link provincial entrepreneurs establishing YECSI as a platform where business relationships can be forged and value-added services are realised.

4. Reporting and working relationships and capacity building

The volunteer will work alongside staff and board members to understand the work of YECSI, identify its current strengths, and build on these. The volunteer will also find ways of addressing areas of improvement identified by the board and staff. The YECSI Coordinator and YECSI Board members will receive support and guidance on implementing YECSI's strategic goals, introducing simpler systems and processes, and building relationships that result in support for young entrepreneurs. More young people will gain access to services that support entrepreneurship.

The volunteer will report directly to the Coordinator and will be accountable to the Board. On a day-to-day basis, the volunteer will predominately work with the Coordinator and administration officer.

The volunteer and YECSI 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

- Qualification in management, business social enterprise or related field
- Sound experience in organisational development particularly in regard to strategy and developing processes and procedures
- Strong planning and project management skills
- Ability to work with various stakeholders both in public / private sector
- Experience training and mentoring adults

Desirable

- Experience using social media platforms e.g. Facebook
- Ability to maintain basic excel / access database
- Experience working with private sector organisations
- Experience in development of policies and procedures, and writing of position and board papers
- Experience working with young entrepreneurs
- Resource mobilization experience
- Experience working in a Melanesian context

Personal specification (personal)

Essential

- Cultural sensitivity
- Willingness to learn and speak pijin
- Excellent problem-solving abilities
- Great organisational and communication skills
- Transparent
- Easy to work with and allows constructive critique of their work
- Supportive and inspiring.
- Good relationship management
- Willingness to undertake occasional travel to some locations outside Honiara with basic living conditions
- Flexible and easy going

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

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 a 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. 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 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.

