


VSA Assignment Description

Assignment Title	Communications and Advocacy Advisor
Assignment Modality	Standard (in-country)
Assignment Number	42050
Country	Kiribati
Location	South Tarawa
Partner Organisation	Teitoiningaina
Duration	12 months
Sustainable Development Goals	

1. Partner Organisation Overview

Teitoiningaina is the National Catholic Women’s Association of Kiribati, with over 35,000 members across the country. Its strategic goals are to:

- Empower and equip women to manage their roles as wives, mothers, single parents, community, and church members.
- Reduce poverty, promote food security, and build climate change resilience.
- Support and sustain Christian living, peace and stability in the family, the community and society.

Key specific strategies to achieve these goals include training women on nutrition, cooking, sewing, handicraft making; implementing financial literacy and marketing programmes; and promotion of family health care programmes.

2. Assignment Overview

A communication advisor can play a crucial role in advancing Teitoiningaina's mission and achieving its long-term objectives by addressing key challenges faced by the organization. Teitoiningaina represents 60% of the adult women population of Kiribati and has a focus on empowering women and building more equitable, safer and resilient communities throughout its extensive island network.

The challenges and delays faced in communicating with members dispersed across all inhabited islands of Kiribati significantly impact Teitoiningaina's ability to maximize its greatest assets—its women—in creating impactful change.

Another significant issue impacting Teitoiningaina's long-term goals is the absence of a comprehensive communication strategy tailored to its specific needs and target audience. Without a clear roadmap for communication and engagement and limited online presence, the organization

struggles to effectively convey its message, showcase its accomplishments, and mobilise resources to drive meaningful change.

Currently, Teitoiningaina is grappling with limited visibility and awareness of its initiatives, both within the community it serves and among potential partners and stakeholders. These same challenges also mean there is limited opportunity to for feedback from members and other stakeholders. This lack of effective communication and an effective communication strategy hinders its ability to mobilise support, secure funding, and maximize the impact of its programs aimed at empowering women in Kiribati.

3. Goal/Outcomes/Outputs

Goal

A strong communication strategy and improved communication knowledge for staff to allow Teitoiningaina to deliver on Priority 4 "Strengthening Communication and Engagement Networks"

Outcome 1

A communication strategy is developed that supports the Teitoiningaina Strategic Plan

- Communication Strategy Development: Lead the development of an effective Communication Strategy that is supports the Teitoiningaina strategic plan.
- Enhanced Stakeholder Engagement: Develop a stakeholder engagement plan identifying key stakeholders, their interests, and strategies for effective engagement in a cross-cultural environment.
- Monitoring and Evaluation of Communication Activities: Establish a framework for monitoring and evaluating the effectiveness of communication strategies and activities.
- Internal Communication Systems: Improve internal communication within Teitoiningaina network by implementing tools and systems that facilitate better information sharing among staff, volunteers and members.

Outcome 2

Story-telling capacity is built.

- Provide an objective "outside" view on story telling opportunities within Kiribati to develop Teitoiningaina's knowledge of how to identify good opportunities.
- Suggest story-telling assignments and support Teitoiningaina with copyrighting skills.
- Provide mentoring to develop messaging and sharing on social media.
- Provide feedback and help to improve written English skills where needed

Outcome 3

Communications and advocacy resources are developed.

- Support the development of assets and materials that Teitoiningaina can use.
- Assist identifying opportunities for using data for advocacy purposes.
- Support the production of a regular newsletter/media release and management of a mailing list

4. Reporting, Working Relationships and Capacity Building

The volunteer will report directly to and be accountable to the Director of Teitoiningaina. The volunteer will work with Teitoiningaina staff including the Executive Board, the Director, and the Project Management Unit, as well as with association members for consultation processes.

The volunteer and Teitoiningaina will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice, and personal support.

Capacity building will be achieved through:

- The volunteer will build the capacity of the volunteer through the sharing of knowledge and co-development of Strategies, communication material and approaches.
- Teitoiningaina will build the capacity of the volunteer through regular cultural and language sessions and through community engagement opportunities

The volunteer and Teitoiningaina 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

Professional Specifications

Essential

- Qualification in Communications (or related field) OR extensive experience in the field
- Skills in areas of Copyrighting, social media, public relations and advocacy.
- Experience in training and communication skill development
- Proven experience developing and implementing communications strategies

Desirable

- Experience working in the Pacific Islands
- Experience working with other cultures in a communications context

Personal Specifications

Essential

- Empathetic
- Considerate
- Patient
- Understanding
- Willingness to work in a faith-based organization.

Desirable

- Willingness to learn other cultures.
- Willingness to participate in the wider Teitoiningaina community

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 Kiribati, see [VSA in Kiribati](#)

8. Living and Working Situation

Teitoiningaina headquarters is in the Catholic diocese compound in Teaoraereke. At the office, the volunteer will be provided with a desk, chair, stationery, tea/coffee facilities and decent internet access.

Additional Information

Standard Assignment (12 months or more)

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

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, 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. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
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 AUD 1,300.

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.