


VSA Assignment Description

Assignment Title	Organisational Capacity Development Specialist
Assignment Modality	In-Country
Assignment Number	41989
Country	Fiji
Location	Suva, Fiji
Partner Organisation	Cure Kids Fiji
Duration	12 months
Sustainable Development Goals	

1. Partner Organisation Overview

Cure Kids was established over 50 years ago with the mission to improve the health of children in New Zealand and the Pacific Islands. In 2006, Cure Kids established a sister charity in Fiji, Cure Kids Fiji, in partnership with AccorHotels, which remains a valued supporter to this day.

Cure Kids and Cure Kids Fiji continue to work in partnership with relevant health authorities and other key stakeholders to bring the knowledge, skills, and expertise of world-class health researchers and practitioners to solve health challenges faced by children in Fiji. Currently, Cure Kids and Cure Kids Fiji are collaborating closely with Fiji's Ministry of Health & Medical Services to enhance children's health through two distinct projects. The first project focuses on supporting children with rheumatic heart disease (RHD), while the second aims to provide access to oxygen for children with severe hypoxia (oxygen starvation). While both initiatives prioritise urgent medical care, Cure Kids Fiji is equally focused on the long-term sustainability of the organisation for the benefit of future generations.

2. Assignment Overview

Cure Kids Fiji is a growing organisation that currently works, and intends to continue working, in partnership with Fiji's health authorities and other key stakeholders to reduce health inequities and improve child health outcomes. However, the organisation is under increasing pressure due to its expanding partnerships and the growing workload from project-related activities. For these reasons, Cure Kids Fiji aims to enhance its capacity and capabilities across various areas to address the growth and increasing complexity of the challenges and opportunities it faces. This will ensure that Cure Kids Fiji is well-positioned to meet current and future needs and challenges. In response to the organisation's evolving needs and following a forward-looking approach to building and strengthening core capabilities, Cure Kids is partnering with VSA to bring in an experienced Organisational Capacity Development Specialist. The Organisational Capacity Development Specialist will work collaboratively with Cure Kids and Cure Kids Fiji to identify gaps and key challenges and help strengthen core capabilities across several domains, including operational management, financial management, and resource management. Cure Kids Fiji is committed to enhancing the health and well-being of children in Fiji through improved organisational performance. In line with this commitment to improving performance and sustainability, Cure Kids Fiji is seeking an Organisational Capacity Development Specialist. This specialist will help build and strengthen the necessary capabilities to achieve desired outcomes and ensure long-term success.

3. Goal/Outcomes/Outputs

Goal

Cure Kids Fiji enhances its organisational capacities and capabilities to align with its strategic goals, ensuring that it meets current and future operational needs, improves organisational performance, agility, and sustainability, and thrives in its mission.

Outcome 1

Cure Kids Fiji strengthens its operations management practices to ensure they are efficient, effective, and aligned with good management practices, supporting continuous improvement and sustainability.

Work collaboratively with Cure Kids, Cure Kids Fiji and key stakeholders to:

- Assess Cure Kids Fiji's current operational management practices to identify critical gaps and opportunities for improvement in capability, performance, and sustainability.
- Evaluate Cure Kids Fiji's current policies, processes, systems, and guidelines to identify gaps and areas for improvement, and make recommendations.
- Lead the strengthening of systems, policies, processes, and guidelines to support and align with Cure Kids' operational and strategic goals, and guide the implementation process.
- Provide expertise in implementing improved systems, policies (including policy development and writing), and processes, contributing to enhanced administrative, financial, risk, compliance, and people management practices.
- Providing training, coaching, and mentoring to staff to ensure their proficiency and confidence in using the enhanced systems, policies, processes, and guidelines.

Outcome 2

Cure Kids Fiji strengthens its capacity and capability for monitoring, evaluation, accountability, and learning (MEAL), contributing to more effective, efficient, and accountable program management practices for better health outcomes for the children of Fiji.

- Evaluate Cure Kids Fiji's existing MEAL framework and practices to identify strengths and areas for improvement, and suggest measures to address any identified gaps.
- Lead the development and implementation of a tailored and context-appropriate MEAL framework (including monitoring and evaluation systems with clear objectives, indicators, data collection, data analysis, visualisation and reporting methods) that aligns with the organisation's needs and goals.

Outcome 3

Cure Kids Fiji effectively addresses capacity building and support areas identified by staff to support enhanced organisational capacities and capabilities, ensuring that staff have the knowledge, skills, and abilities to maintain sustained and consistently high levels of organisational performance and resilience.

- Conduct a Training Needs Assessment for relevant staff members and collaborate with management and staff to develop a plan to address identified capacity and capability gaps.
- Assist in strengthening the capacity and capability of relevant staff members through training and development, and, where appropriate, conduct training sessions and on-the-job training.

- Support staff by providing coaching, mentorship, and guidance to enhance their capabilities and promote continuous improvement practices.

4. Reporting, Working Relationships and Capacity Building

The capacity and capability building and strengthening will take place through a variety of activities, including training, hands-on experience, mentoring, coaching, collaboration, knowledge sharing, and the sharing of experiences, best practices, and lessons learned.

The volunteer will report directly to the Head of Operations of Cure Kids Fiji and the Finance Manager of Cure Kids NZ, while also being accountable to the Head of Operations of Cure Kids Fiji, the Head of the Country Programme, and the Director of Cure Kids Pacific. On a day-to-day basis, the volunteer will work with the Head of Operations of Cure Kids Fiji and other staff members of Cure Kids Fiji and will have collaborative working relationships with key stakeholders such as Fiji's Ministry of Health & Medical Services.

The volunteer and Cure Kids Fiji 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

- Tertiary qualification in organisational development, business administration, or a related field, and/or significant experience in this field.
- Experience in project management and operations support, preferably in the health sector or similar social services.
- Proven strong administration and organisational skills.
- Experience in organisational development or a related field with a proven track record in developing organisational capacity and capability.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams.
- Knowledge of accounting and finance, and MEAL (Monitoring, Evaluation, Accountability, and Learning).
- Training, coaching and mentoring skills.

Desirable

- Partnership management and fundraising skills.
- Experience working in developing countries.
- Experience in records management.
- Knowledge or experience in the functioning of health facilities.

Personal Specifications

Essential

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

Desirable

- Knowledge of Fiji, Fijian culture, and the Fijian language.

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 [VSA in FIJI](#)

8. Living and Working Situation

In Suva, VSA provides a furnished apartment equipped with essential furniture and appliances for a comfortable living experience. While the specific items may vary depending on the rental agreement and location, all accommodation meets VSA's minimum housing and inventory standards. These standards ensure that each apartment includes items such as a bed, sofa, fan, refrigerator, stove, dining table and chairs, as well as cookware and utensils.

Cure Kids Fiji is located at Level 2, Namosi House, sharing the same office building as the Fiji Ministry of Health. The office space is dedicated to the Cure Kids Fiji team and is equipped with desks, chairs, air-conditioning, and internet access. While the office floor is basic, it provides a comfortable and well-functioning workspace. There is also a lunch area with a table, fridge, and tea and coffee facilities for staff.

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

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 FJD1,520 .

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.