

# VSA Assignment Description

<b>Assignment Title</b>	Occupational Health and Safety Adviser
<b>Assignment Modality</b>	Standard (In-country Volunteer)
<b>Assignment Number</b>	40553
<b>Country</b>	Samoa
<b>Location</b>	Upolu Island
<b>Partner Organisation</b>	Betham Brothers Enterprises Limited
<b>Duration</b>	12 months

## Sustainable Development Goals



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## 1. Partner Organisation Overview

In May of 1992, the Betham Brother Enterprises Ltd (BBE) acquired the shipping, stevedoring and transport branches of the merchant company Burns Phillip. BBE's mission is to be a thriving Samoa-by-Samoa intermediary logistics company that brings the world closer to our community in a timely and cost-effective manner. Our goal is to create a positive experience through the services and solutions we provide through transport, broker, storage, onward forwarding etc) for business owners, individuals as well as global agencies who need a proxy in Samoa. BBE is renown in Samoa for it's positive reputation, significant contribution to the economy and the extensive community projects they engage in.

Over the course of 30 years, BBE has successfully grown the company to be able to provide everything that a customer or client might require in one place in shipping logistics. Our clients vary from the government of Samoa, diplomatic agencies, local businesses, regular importers as well as international suppliers and logistics firms. BBE operates in multiple roles that include but are not limited to, shipping clerks, administration and finance personnel officers, machinery operators, cargo operations personnel, customs and vessel clearance, and part time manual cargo handlers for example.

## 2. Assignment Overview

The Ministry of Commerce Industry and Labour (MCIL) is responsible for enforcing and monitoring the Occupational Health and Safety Act 2002 (OHS Act) and the Occupational Health and Safety Regulations 2017 (OHS Regulations) in Samoa. Unfortunately, that is not the case as evident in BBE's experiences, in the Samoa Ports, which is considered a high-risk environment. BBE has tried to train their staff over the years with the limited knowledge they have, but as the company has expanded and the volume of the work continues to increase, the urgency for staff to be equipped with the right knowledge and understanding is critical.

Despite there being an OHS Taskforce in Samoa, there is no initiative to provide opportunities for staff to be trained and upskilled in this line of work, where safety, wellbeing and risk management should be prioritised. BBE firmly believes that all local businesses who work in the shipping, stevedoring and logistics environment at the Samoa ports, need to shift their mindsets and attitude, and value the importance of Occupational Health and Safety (OHS).

The volunteer with the right expertise will support BBE significantly, as the skills our staff will gain would be invaluable. He or she will be able to implement safety procedures and advise on practical ways to maintain those standards to the current OHS practises.

BBE is committed to ensuring that our most important assets – our staff, are protected and kept safe while at work. BBE staff who are trained and mentored in this area will be able to apply their knowledge in all areas of the organisation, thereby contributing to building the reputation and service delivery of BBE as a trusted organisation with proven successes throughout its history.

### **3. Goal/Outcomes/Outputs**

#### **Goal**

- BBE will have skilled and proactive staff who understand and practise OSH regulations.
- BBE will be committed to ensuring health, safety and wellbeing are paramount in practise.
- BBE employees will be able to identify and correct unsafe practises.

#### **Outcome 1**

BBE will have a Health and Safety Policy, and an up-to-date Health and Safety Manual / Guidelines for BBE staff to follow and maintain.

##### *Alongside current staff;*

- Develop a BBE Health and Safety Policy that aligns with the Samoa OSH Act and OSH Regulations.
- Review the current BBE Health and Safety Manual / Guidelines and update to align with current health and safety standards.
- Develop and deliver trainings to build staff skills and capabilities and to ensure they abide by these two core documents.

#### **Outcome 2**

BBE has highly trained Health and Safety Officers and staff with enhanced skills and capabilities in this role.

##### *Alongside current staff;*

- Support the Management Team, to identify the potential candidates with the right capabilities as Health and Safety officers.
- Provide training for all staff and concentrated mentoring for the identified Health & Safety Officers in key areas;
  - monitoring and assessment of all health and safety situations
  - skills in risk assessment and management
  - develop procedures for the safety of all personnel
  - ensure staff have the necessary safety equipment for their work
  - record keeping of incident reports to be followed through with
  - skills to create action plans for various situations and the appropriate responses
  - promote safe practises and enforce national and BBE guidelines

#### **Outcome 3**

BBE employees are aware of formal certified training opportunities to enhanced skills and capabilities in occupational health and safety. Ongoing mentoring is provided, giving advice and guidance when required.

##### *Alongside Management and staff;*

- Research and promote staff online access and training to certified, free online training opportunities to develop skills and knowledge health and safety (ie. Occupational Safety and Health (OSH) Academy).
- Explore other potential pathways in the Pacific region for BBE staff to be formally trained and be certified (ie. NZ Certificate in Workplace Health and Safety Practice).
- Assist the Board Management and staff to promote and monitor health and safety practises, procedures and monitoring of these processes.
- Assist and provide mentoring to staff who undertake online courses to enhance their skills.

## 4. Reporting, Working Relationships and Capacity Building

A skilled Health and Safety volunteer will train and mentor BBE staff to understand and uphold the local regulations. In addition, provide on the job training for staff on current practises to ensure their safety is paramount. This will entail one on one sessions, mentoring, as well as planning and facilitating group workshops in collaboration with the management, on areas noted in the Outcomes and Outputs for this assignment.

The volunteer will provide sound advice and recommendations to the management on strategies to uphold and maintain the standards set out for all port users in Samoa. As a result, the organisation will have more robust Health and Safety measures in place staff will be knowledgeable and confident in assessing risks involved for staff especially when working at the ports or delivering containers to customers.

The volunteer will report directly to and be accountable to the General Manager. On a day-to-day basis, the volunteer will predominately work with supervisors and staff who are involved in all Ports Operations.

The volunteer and BBE 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

- Health and Safety Educator, Cargo Port Health and Safety Officer (Inspector or Auditor)
- Have a qualification in OHS, or in a related field.
- Proven experience as a Cargo Port OHS Inspector or Auditor (ie. working in a hazardous environment).
- Proven experience to perform safety inspections, identify hazards and recommend preventative measures (ie. protective equipment).
- Ability to efficiently assess risks / safety challenges and implement the right action plans.
- Ability to develop and manage safety programmes by reviewing policies, procedures, and guidelines to enhance workplace safety.
- Strong communication skills - written and verbal - which is vital in training and implementing OHS measures clearly.

#### Desirable

- Ability to analyse safety data and trends to help you identify patterns, anticipate risks, and develop effective preventive strategies.
- Ability to train others in a diverse and multi-cultural environment.

### Personal Specifications

#### Essential

- Ability to work independently and as part of a team.
- Ability to work in a different environment with very limited resources and to prioritise safety.
- Hands-on, solution-focused, adaptable and organized.

- Strong interpersonal and intercultural skills.
- Commitment to teamwork, coaching, and mentoring others.
- Patience, tolerance and flexibility in a new country and working environment.
- Cross-cultural awareness and ability to adapt to new environment.
- Willingness to work with limited resources within a challenging environment.

### Desirable

- Easy to work with and open to reciprocal exchange of learnings.
- Willingness to learn Samoan 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 Samoa, see [VSA in Samoa](#).

Refer also to the following links;

- Untold History of Samoa: [Untold Pacific History | Episode 3: Samoa - NZ's Colonisation of Samoa & the Mau Movement | RNZ - Bing video](#)
- New Zealand Aid Programme in Samoa: [MFAT NZ & Samoa-4YP.pdf](#)
- Samoa Government Website: [Government of Samoa \(samoagovt.ws\)](#)
- Samoa Tourism Authority: [Samoa Tourism Authority - Corporate Website](#)
- Pocket Guide of Samoa: [A Brief History of Samoa](#)  - Samoa Pocket Guide
- Beautiful Samoa: [Uncover the History of Beautiful Samoa | Samoa Tourism](#)

## 8. Living and Working Situation

VSA Samoa team will source basic, comfortable and furnished accommodation that is within the budget of the programme, prior to the volunteer's arrival.

Airconditioned office in a safe and secure building in Apia, that is located across the road from the bus terminal. For the Operational Team stationed at the Samoa Ports at Matautu, BBE has a protected container office with air conditioning. A desk will be provided, and internet is available.

### Additional Information – Standard Assignment (12months 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 **SAT\$1900**.

### *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.*