

# VSA Assignment Description

<b>Assignment Title</b>	Organisational Development Adviser
<b>Assignment Modality</b>	Standard (in-country)
<b>Assignment Number</b>	42037
<b>Country</b>	Kiribati
<b>Location</b>	South Tarawa
<b>Partner Organisation</b>	Teitoiningaina
<b>Duration</b>	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

Teitoiningaina’s strategic plan 2016-2019 requires updating. A feasibility report (Sept 2019) noted that the 2016-2019 plan does not have a clear mission, vision and thematic areas informing the formulation of the strategies. Clear human and financial resource strategies to sustain the implementation of the key strategic goals need to be included, as well as a monitoring and evaluation framework to ensure that the key expected outputs are achieved. Alignment with the broader objectives of Kiribati’s 20-year vision development plan (KV20) 2016-2036, and the new Kiribati development plan 2020-2023 need to be made. Developing a comprehensive strategic plan with clear linkages to national development strategies is important in capturing the interest of the development partners who may be interested in supporting the programme of the Association, aligned with the broader objectives of the national development strategy.

Teitoiningaina works with Caritas New Zealand (CANZ) to deliver the He Oranga Taurikura Kiribati programme. This is phase 2 of a programme to achieve “enhanced integrated community health and wellbeing that promotes climate change resilience through improved and sustainable nutrition and food security.”

### 3. Goal/Outcomes/Outputs

#### Goal

Teitoiningaina has a strategic plan and supporting policies in place that support the long-term plan for the growth of the organisation and enables accountable and effective project service delivery.

#### Outcome 1

A programme-based strategic plan is developed in line with the KV20 and the Association's constitution..

Together with the Executive team, the volunteer will

- Review/ develop the organisation's mission, vision, and thematic areas
- Plan and guide the consultation and data gathering process
- Develop goals and a strategic plan framework
- Compile a draft strategic plan for reviewing[Write output here]

#### Outcome 2

- Together with the Project Management Unit, the volunteer will assist in the development of:
  - Procurement policies and procedures
  - Financial control and audit procedures
  - Human Resource policy and procedures
- Support the implementation of the developed policies and procedures
- Support the implementation of the Association's resource mobilisation strategy

#### Outcome 3

Teitoiningaina is capable of accessing development funds/grants

- Make an audit of Teitoiningaina's current systems and policies against the standard requirements for development funds/grants.
- Support Teitoiningaina in developing required systems, policies to enable them access to development funds/grants.
- Train Teitoiningaina staff and executives in completing application forms for development funds/grants.

### 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.

The volunteer will work with all staff including the management team. Capability of staff will be developed through staff training, workshops, and mentoring. Organisational capability will occur through development and implementation of improved plans, policies, and systems.

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

- Experience in developing strategic plans and policies
- Management experience, preferably within an NGO
- Understanding of organisational operations across a broad range of functions, e.g., finance, human resources, procurement.
- Strong communication, consultation and mentoring skills
- Proven experience in successful grant sourcing OR good knowledge of the grant sourcing process

#### Desirable

- Business or not-for-profit management qualification
- Has a good understanding of business growth and development from a social entrepreneurship perspective

### Personal Specifications

#### Essential

- Ability to work in a faith-based organisation
- Capacity to implement change in a harmonious way
- Organised and efficient
- Practical
- Creative in terms of their approach to mentoring the local staff

#### Desirable

- An understanding of I-Kiribati language and culture
- Experience in community development.

## 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 Tearaereke. 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.*