

VSA Assignment Description

Assignment Title	Executive and Curriculum Development Adviser
Assignment Modality	Standard
Assignment Number	42030
Country	Solomon Islands
Location	Honiara
Partner Organisation	Don Bosco
Duration	6-10 months

Sustainable Development Goals



1. Partner organisation overview

Don Bosco Technical Institute (Don Bosco) is part of the Don Bosco Network which is a worldwide federation of Salesian NGOs. The work was started in 1859 by a priest named John (Don) Bosco who believed "Education is the great art of forming human beings." Don Bosco focusses mostly on young people that drop out of the school system. The Institute is a Catholic Organization which is open to young women and men who are technically inclined and are ready to commit themselves to change. Not all young people have access to all levels of education, especially early childhood and secondary school education.

To present young people with options, Don Bosco offers technical education based on reason, religion and kindness. The institute is focused on training a generation that is able to fulfil the expectations of a variety of trade industries. They also support young people to develop their personality and individuality based on their strength and interests. To achieve their objectives, Don Bosco involves students in decision-making and in clubs as well as programs outside of the regular school schedule. All these activities are centred around a three-year course.

The running of Don Bosco is overseen by a principal who is a graduate of the institute. While the principal knows how to teach trades, and has been in his role for a few years, there are areas that he would like to improve on. These areas include leadership development, curriculum review and development, and management.



2. Assignment overview

Don Bosco would like to engage the services of a volunteer to mentor the principal so that he is able to lead well. An area of focus will be the review of the current courses to ensure there is similar or same structure to them. The volunteer would work alongside the principal as he works with staff to get this work done. The volunteer is also required to look at how the principal goes about his work with a view to supporting him with how to communicate effectively, lead a team, and reflect on actions and practices.

3. Goal/outcomes/outputs

Goal

Don Bosco's principal is confident in his execution of duties and has knowledge of curriculum development.

Outcome 1

The Principal and Rector understand areas of support needed and make decisions on what the priorities are.

- Review position description to identify key areas of responsibility
- Work alongside the Principal to gain insight into how he works
- Identify key areas of strength and areas needing improvement in terms of the Principal's key roles and responsibilities regarding curriculum development
- Review the current curriculum of each course with a view to suggesting how curriculum can be standardised and/or developed.
- Provide written and verbal report on findings and steps to be taken to make improvements

Outcome 2

The Principal understands how to execute his duties and is learning how to develop and/or review the curriculum.

- Recommendation of content for each of the proposed subject areas.
- Recommendation on curriculum for each of the subject areas.

Outcome 3

The Principal is confidently executing his role and leading staff in reviewing curriculum.

- Support the Principal and VSA volunteer to work with staff on development and review of curriculum
- Support Principal to implement key areas of responsibility

4. Reporting and working relationships and capacity building

The Curriculum Development Adviser will work with the Don Bosco principal, in a manner that supports shared learning in leadership and curriculum development. They will report directly to the Rector.



The volunteer will review the position description of the principal, and current curriculum documents to ensure that the Principal and the Rector to understand how the volunteer will build capacity and support review of curriculum.

The volunteer and Don Bosco 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 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

- Masters level qualification in Education
- Experience in curriculum development
- Proven experience in mentoring at senior management level

Desirable

- Qualification in leadership
- Experience designing curriculum for adult learners
- Prior experience working in a Melanesian context
- Familiarity with unit standards (more from being able to break down learning modules into workable and coachable "chapters")

Person specifications (personal)

Essential

- Friendly personality
- Cultural sensitivity with genuine interest to learn and speak Pijin
- Numeracy, problem-solving, and logistical planning skills
- Great organisational and communication skills
- Easy to work with and allows constructive critique of their work
- Supportive and inspiring
- Flexible and patient
- Good relationship management



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.

6. 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.

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/Learn-About-the-Solomon-Islands \(solomons.gov.sb\)](https://vsa.org.nz/what-we-do/countryregion/solomon-islands/Learn-About-the-Solomon-Islands-solomons.gov.sb)
[Welcome | Tourism Solomons \(visitsolomons.com.sb\)](https://visitsolomons.com.sb)

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.

7. Living situation

VSA Solomon Islands team will source basic, comfortable and furnished accommodation in a safe location in Honiara. Accommodation will be relatively close to your place of work and/or close to a bus stop.

Don Bosco Technical Institute is located on the east side of Honiara. It is close to the main road and there are buses that travel to the central city. The compound is secure throughout the day and after hours. A desk will be assigned to the volunteer and there will be internet connection at the office.



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.

Blended assignment volunteer package

The volunteer's package includes the following:

E-volunteer

Reimbursements

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment



In country

Reimbursements and grants

1. *The volunteer may be entitled to an establishment grant to help them set up in their country of assignment. The volunteer's contract will specify any grant entitlements.*
2. *The volunteer will receive a monthly living allowance of SBD 7,500.*

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.

