

VSA Assignment Description

Assignment Title	Data Governance Specialist
Assignment Modality	In-country
Assignment Number	41954
Country	Fiji
Location	Suva
Partner Organisation	Pacific Islands Forum Secretariat (PIFS)
Duration	4 Months

Sustainable Development Goals



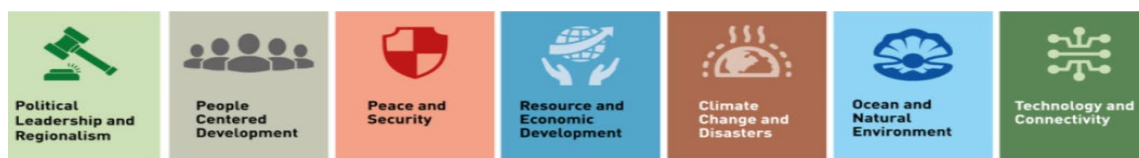
1. Partner Organisation Overview

The Pacific Islands Forum Secretariat (PIFS) is the region's premier political and economic policy organisation. Founded in 1971, it comprises 18 members: Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.



The Pacific Islands Forum Secretariat operates by fostering cooperation between governments, collaborating with international agencies, and representing the interests of its members. The PIFS's Pacific Vision envisions a region of peace, harmony, security, social inclusion, and prosperity, allowing all Pacific people to lead free, healthy, and productive lives.

The work of the Forum is guided by the 2050 Strategy for the Blue Pacific Continent, which was endorsed by Forum Leaders in 2019. Leaders highlighted their concerns for the region's enduring challenges such as climate change-related impacts, coupled with the intensification of geostrategic competition, exacerbating the region's existing vulnerabilities. Reflecting on this, leaders noted that securing the future cannot simply be left to chance and requires a long-term vision and a carefully considered regional strategy for the Blue Pacific Continent – a strategy that reinforces commitment and promotes working together as a collective to advance Pacific regionalism based on the Blue Pacific Narrative. The 2050 Strategy sets out the region's approach to working collectively to achieve our leaders' long-term visions and aspirations through seven key thematic areas.



Agreed regional policies and initiatives are coordinated by the Forum and implemented through the Council of Regional Organisations of the Pacific (CROP).

2. Assignment Overview

The Forum is responsible for establishing and maintaining effective data governance practices across the organisation, ensuring that all data assets are effectively and efficiently well-managed, secure, compliant, and valuable for decision-making. As the Forum generates and manages a substantial amount of data, effective data governance is essential to ensure the quality, security, compliance, and effective management of the organisation's data assets. The Forum is seeking the expert guidance and support of a Data Governance Specialist to strengthen its data governance strategies, capacity, and capabilities and contribute to the development of a comprehensive and effective data governance strategy. This involves working closely with staff and stakeholders to assess the Forum's current data governance practices, identifying areas for improvement, and delivering recommendations for tailored solutions to enhance overall data management capabilities.

3. Goal/Outcomes/Outputs

Goal

The Pacific Islands Forum Secretariat's data governance capacity and capabilities are strengthened and compliant with relevant legislation, regulations, and standards, ensuring the effectiveness of the data governance framework, policies, procedures, and standards in supporting the organisation's strategic goals.

Outcome 1

The Forum completes a **comprehensive assessment** to identify strengths, weaknesses, and areas for improvement in data governance management practices, providing actionable insights and a roadmap for improving and optimising data governance practices.

- Lead the process of completing a comprehensive assessment of the PIFS's current state of data governance, including objectives, specific areas of concern, frameworks, policies, and management practices.
- Collaborate with business units and stakeholders to comprehensively understand data governance requirements, encompassing data generation, storage, usage, maintenance, and compliance needs in line with legislation, policies, and standards.
- Evaluate data management practices, processes, data quality, and workflows to identify gaps and areas for improvement, as well as assess the clarity and effectiveness of roles and responsibilities, including data ownership, stewardship, and accountability.
- Assess PIFS's data security measures, including access controls, encryption, and monitoring practices, to identify potential security vulnerabilities and assess the degree of compliance with relevant data protection regulations and industry standards.
- Prepare a comprehensive report on the current state of data governance with actionable recommendations for improving data governance practices, addressing identified gaps, ensuring compliance with legislation, and alignment with the Blue Pacific 2050 Strategy and industry best practices.

Outcome 2

The Forum is guided and supported in enhancing its data governance practices through the development of an effective data governance framework.

- Provide guidance and expertise, and work alongside Forum counterparts from the Information Services Team, to inform the design and development of a data governance framework that aligns with the Forum's strategic objectives. The framework will enable the establishment of compliant policies and procedures (including data quality, stewardship, privacy, standards, and metadata management) for effective data governance.

- Engage with staff to create detailed documentation outlining the developed data governance framework, including policies, procedures, and guidelines for enhancing data governance practices.

4. Reporting, Working Relationships and Capacity Building

The volunteer will assist in developing and strengthening capacities at various levels within the Information Services Team to support the achievement of the Forum’s business objectives and priorities in line with the Blue Pacific 2050 Strategy. Capacity building, development, and strengthening may include leadership support, mentoring, coaching, on-the-job training, tailored upskilling, as well as training sessions and workshops.

The volunteer will report directly to and be accountable to the Team Leader (Information Services). On a day-to-day basis, the volunteer will predominantly work with the Systems Analyst and other relevant Information Services staff members.

The volunteer and the Team Leader (Information Services) 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

- Bachelor's or Master's degree in a related field (e.g., Data Management, Information Systems, Business Analytics).
- Proven experience (10 years plus) in a data governance role, with a focus on developing and implementing data governance frameworks.
- In-depth knowledge of data governance principles, data quality management, and regulatory compliance.
- Sound project management skills.
- Familiarity with data management tools and technologies.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent interpersonal and communication skills and the ability to engage effectively with diverse audiences.

Desirable

- Experience with data governance tools and frameworks is desirable.
- Certification in data management or data governance is a plus.
- Experience working in a large-scale complex organisation.

Personal Specifications

Essential

- Ability to build and maintain trusted partnerships and understand connections with both internal and external initiatives and Programmes.
- Ability to think and act strategically.
- Ability to work collaboratively with others to achieve impactful results.
- Ability to manage ambiguity and complexity.
- Self-driven and strong problem-solving capabilities.

Desirable

- Experience working in the Pacific and/or Pacific communities.

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 Fiji, see <https://vsa.org.nz/our-work/countryregion/fiji/> and <https://vsa.org.nz/our-work/countryregion/fiji/living-and-working/>

8. Living and Working Situation

PIFS will provide the volunteer with a workspace at the Forum complex and ensure that the Volunteer has the work tools and tools to carry out their work, including a work computer, internet access, access to systems, software and information as necessary for their assigned tasks.

PIFS is located on Ratu Sukuna Road, close to a park, a 5-minute taxi ride to the city and other shops and cafes in the suburb.

VSA will provide the volunteer with furnished accommodation - in some instances, volunteers may be required to share with other VSA volunteers. The volunteer will be provided with a list of items in the accommodation that will assist them when packing. Accommodation and utilities costs are covered by VSA.

Additional Information

ST1 assignment (less than 6 months)

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 is not able to support Partners to accompany volunteers on assignments of fewer than 6 months. Also, 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 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 will receive a daily living allowance of NZD43 or FJD55.

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.