

# VSA Assignment Description

<b>Assignment Title</b>	Asset Management Adviser
<b>Assignment Modality</b>	Standard
<b>Assignment Number</b>	41978
<b>Country</b>	Solomon Islands
<b>Location</b>	Honiara
<b>Partner Organisation</b>	National Referral Hospital
<b>Duration</b>	12 months
<b>Sustainable Development Goals</b>	



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## 1. Partner Organisation Overview

The National Referral Hospital (NRH) provides secondary to tertiary health care services to the people and visitors of Solomon Islands. The catchment of the hospital is the total population of the country. The NRH function is designated as secondary care with some tertiary health care services. The NRH has 49 departments and units with 5 proposed new subspecialists (ICU, cardiac unit, renal, ENT & dermatology). Whilst most departments are direct patient care, some are for corporate services and non-clinical public health services. The Solomon Islands Government's overall goal is to meet the minimum standards for Universal Health Coverage in the next decades.

In 2019, the estimated population was 721,000 that is expected to reach 740,934 people in 2020. With around 300 beds available at the NRH, it is estimated to be lower than the national average bed per 1,000 populations of 0.4 and far lower than WHO standard of 5/ 1000 population.

The National Referral Hospital is the major hospital in the country. It admits the largest number of patients around 14,000 per year. The hospital has a nursing education programme that supports the professional development of nurses.

The NRH is seeking a volunteer to support with the asset management.

## 2. Assignment Overview

The National Referral Hospital is seeking a volunteer to assist with the development of systems and procedures for the management of all hospital assets. The assignment will include undertaking an audit of assets and ensuring that systems and processes are put in place to manage assets day-to-day as well as life-cycle management.

## 3. Goal/Outcomes/Outputs

### Goal

The National Referral Hospital has systems and processes in place that allows for efficient management and visibility of all Medical and Non-Medical, Purchased and Donated Assets.

## Outcome 1

The executive leadership team has full visibility of all NRH Assets

Working closely with the Hospital Secretary and the Accounts Manager:

- Conduct a hospital-wide stock take of all Medical and Non-Medical Assets that includes: description, quantities, location, use, cost, condition etc.
- Identify Purchased and Donated assets.
- Mark all assets with unique asset number
- Conduct an audit of current storage space and available space that could be used for new and unserviceable assets.
- Report on the findings of this process.
- Recommend management solutions that support NRH needs.

## Outcome 2

The executive leadership team is making informed decisions on NRH Medical and Non-Medical Assets.

- Clearly define Asset Management Policy, Process and Business Rules
- Recommend a stock take process.
- Recommend procurement plan based hospital need.
- Recommend repair cycles and costings for major assets.
- Ensure obsolete and scrap items are managed accordingly.
- Develop process to request for and manage donated assets.
- Recommend Asset Management templates and tools to be used by the Accounts Management staff for regular reporting, (include Asset Characteristics, Value, Life of Type, Location, repair cycles, etc.)

## Outcome 3

NRH is using an efficient asset management system.

- Train staff in identified aspects of asset management systems
- Support staff to provide Monthly, Quarterly and Annual reports to executive leadership team.
- Support staff to maintain asset management register
- Support staff in understanding asset management policy and processes

## 4. Reporting, Working Relationships and Capacity Building

The volunteer will work closely with the Accounts Manager and the Accounts Management Team. They will be supervised by the Accounts Manager and be accountable to the Hospital Secretary. The volunteer will support capacity development of NRH staff by mentoring and coaching and supporting in-house training and development.

The volunteer and NRH 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

- Qualification in Business Administration, Logistics, or relevant field.
- At least five years' experience as an Asset Manager, Stores Manager, Stock Controller, Inventory Manager, or a similar role.
- Understanding of asset management / supply chain procedures.
- Working knowledge of Asset Management / Inventory management software.
- Prior experience in Asset Management audits.
- Experience in development and review of Asset Management and procurement policies and procedures.
- Intermediate level experience with Excel

#### Desirable

- Prior experience in health sector.
- Prior experience with Policy and Process development
- Data, Analytics or reporting

### Personal Specifications

#### Essential

- Willingness to learn and speak pijin
- Excellent problem-solving abilities
- Great organisational and communication skills
- Friendly and open.
- Transparent.
- Easy to work with and allows constructive critique of their work.
- Supportive and inspiring.
- Flexible.
- Mature and experience working with people from different cultures.

## 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 Solomon Islands see [VSA in Solomon Islands](#)

## 8. Living and Working Situation

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 can be 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.

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.

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.

There are a total of 42 departments functioning at the hospital. Besides clinical departments, 15 departments or units are under Corporate Services, and they all have offices with basic amenities and facilities. There is free internet installed by the Solomon Islands Government Internet connection technology unit (ICTU) and all offices should be connected.

The hospital owns a fleet of nine vehicles, and they are scheduled for all kind of runs-delivery, staff pick-ups and other related businesses. There is 24-hour security at the hospital compound. In general, hospital environment is safe and secure. Overcrowding at the hospital is often due to relatives and visitors and this is managed by security personnel. However, as rule of thumb always keep your valuables in a safe place and be always alert.

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## **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.

### **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 location grant for rest and recuperation (R & R) purposes. These grants depend on the length and location of the 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.**