


# VSA Assignment Description

Assignment Title	Home Economics and Family Wellbeing Trainer
Assignment Modality	In-Country
Assignment Number	42013
Country	Papua New Guinea
Location	Kokopo, East New Britain
Partner Organisation	Archdiocese of Rabaul (Catholic Women's Association)
Duration	4-6 months
Sustainable Development Goals	

## 1. Partner Organisation Overview

The Catholic Women's Association of the Archdiocese of Rabaul was established with the objectives of promoting the spiritual, emotional, cultural, and socio-economic development of women and their families. The family unit plays a central role in our society and is critical to building and maintaining the spiritual, emotional, physical, psychosocial, and economic well-being of the individual. In addition to fostering spiritual growth, the Catholic Women's Association plays a vital role in supporting communities in various ways. They offer life skills programmes to empower women and help them reach their potential. Additionally, the Association provides support and resources for families, including those in crisis. They also engage in fundraising for charitable causes and provide a platform for women to network, build friendships, and support each other on their spiritual journeys. While the family unit remains the cornerstone of society in PNG and an indispensable means of providing a caring, nurturing, and supporting environment, it is increasingly facing multipronged challenges.

## 2. Assignment Overview

The challenges include social, economic, health, vulnerability to climate change and natural disasters, and security issues. A significant portion of the population lives in poverty, particularly in rural areas, resulting in limited access to quality basic services and economic opportunities. The restricted access to quality healthcare, especially in rural areas, contributes to high rates of preventable diseases and premature deaths. This issue is exacerbated by a transition from traditional to modern lifestyles, leading to poor dietary habits and related health issues. Consequently, preventive measures are necessary to address the current rise in non-communicable diseases. Additionally, there are challenges in providing quality education to all, leading to low literacy rates and limited skills development. The weakness and fragility of the enabling infrastructure, such as roads, electricity, and internet connectivity, impede economic growth and development. Despite these challenges, PNG remains resource-rich, presenting opportunities for positive change and sustainable economic growth.

Acknowledging the challenges and opportunities, the Archdiocese of Rabaul, in partnership with VSA, is committed to enhancing the lives and livelihoods of women and their families. This commitment is demonstrated through empowerment initiatives and training workshops covering various topics such as cooking skills, wise food shopping choices, nutrition, food safety, and hygiene, as well as other associated life skills. These efforts aim to promote self-reliance and improve living standards.

Therefore, the Archdiocese of Rabaul is seeking an experienced Home Economics and Family Wellbeing Trainer to design and deliver training programs aimed at empowering women in participating communities with life skills and household management knowledge. The trainer will collaborate closely with the Catholic Women's Association, local partners, and communities to assess training needs, develop customised curriculum and training resources, and deliver context-appropriate, practical, engaging, and interactive training sessions. The ideal candidate will have a strong background in home economics, nutrition, and family well-being, as well as resourcefulness and a passion for empowering women and communities.

### 3. Goal/Outcomes/Outputs

#### Goal

Participants from the selected communities have developed enhanced capacities and capabilities in home economics and practical life skills, resulting in improved household management practices, better living standards, nutrition, health, and overall well-being.

#### Outcome 1

Participants who have completed the training programme make informed decisions and improve their household management, living standards, health and hygiene, and family well-being by applying the skills and knowledge they have acquired.

- Collaborate with the Association and partner communities to conduct needs assessments, helping to understand challenges and opportunities, identify skills and knowledge gaps, and determine priority areas.
- Lead the development or curation of appropriate training resources to address identified gaps in knowledge, skills, and practices focusing on home economics management, foods and nutrition, and family well-being practices.
- In collaboration with the Association and communities, organise "*Hamamas*<sup>1</sup> Test and Taste Kitchen" sessions in villages, delivering community cooking and food preservation classes that focus on preparing healthy, tasty, and affordable meals using locally sourced, seasonal ingredients.

#### Outcome 2

Sustainability, achieved through the train-the-trainer approach, contributes to and ensures improved household management practices, enhanced nutrition and health knowledge, and strengthened community resilience as community members adopt and apply enhanced home economics skills and practices.

- Collaborate with communities and local partners to define eligibility criteria for trainers, and identify individuals who are passionate and interested in becoming trainers in their communities.
- Lead the design and development of training materials and resources tailored to meet the specific needs of the selected pool of trainees.
- Train local trainers to enhance their knowledge and skills in home economics and family well-being, with a focus on food and nutrition education, household management, and improving living conditions.
- Provide guidance, coaching, and mentorship to strengthen the trainers' capabilities, ensuring they have the necessary knowledge and skills to effectively deliver training to community members, leading to positive changes.

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<sup>1</sup> *Happy* in the English Language.

#### 4. Reporting, Working Relationships and Capacity Building

The capacity and capability building and strengthening will take place through a variety of activities, including training, hands-on experience, mentoring, coaching, collaboration, knowledge sharing, and the sharing of experiences, best practices, and lessons learned.

The volunteer will report directly to the person appointed by the Archbishop to oversee this assignment and will be accountable to the Archbishop. On a day-to-day basis, the volunteer will work with the Catholic Women's Association, appointed representatives from participating communities, ward members (local authority elected members), and other key stakeholders.

The volunteer and the Archdiocese of Rabaul 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

- A qualification in Home Economics, or a related field.
- Strong understanding of home economics principles and practices, as well as family well-being concepts.
- Knowledgeable in cooking techniques, meal planning, and nutrition principles.
- Excellent communication and interpersonal skills.
- Ability to work well independently and in a team.
- Proven experience with digital asset management systems and institutional repositories.
- Ability to troubleshoot technical issues and provide technical support.
- Excellent communication, collaboration, and project management skills.

###### Desirable

- Experience in designing and delivering training programmes.
- Experience working in developing countries.

##### Personal Specifications

###### Essential

- A positive can-do attitude.
- Supportive and understanding.
- Resourceful and sound problem-solving skills.
- Excellent relationship management skills (ability to relate well to people from different backgrounds and cultures).
- Ability to work collegially and collaboratively.
- Patient and flexible.

#### 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 Papua New Guinea, see [VSA in Papua New Guinea](#)

## 8. Living and Working Situation

Furnished accommodation will be provided to the volunteer. Located within the suburbs of Kokopo, the distance between the Archdiocese's Office and the volunteer's accommodation is about 5-10 minutes by bus. Volunteers may be asked to share accommodation depending on the situation.

The office of the Catholic Women's Association is situated within the Archdiocese of Rabaul complex (Vunapope), where the volunteer will be allocated office space equipped with a desk and fan. Since this role does not primarily involve desk work, the volunteer will need to travel to various locations for meetings, cooking demonstrations, and home management training sessions.

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### Additional Information

#### ST1 assignment (fewer 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 unable to support partners to accompany volunteers on assignments shorter than 6 months.

##### 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 NZD37 or PGK80.

### *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.*