


# VSA Assignment Description

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| Assignment Title              | Website Development Advisor                                                       |
| Assignment Modality           | In-country                                                                        |
| Assignment Number             | 42027                                                                             |
| Country                       | Papua New Guinea                                                                  |
| Location                      | Kokopo, East New Britain                                                          |
| Partner Organisation          | St. Peter Chanel Catholic College of Secondary Teacher Education (Ulapia)         |
| Duration                      | 3 months                                                                          |
| Sustainable Development Goals |  |

## 1. Partner Organisation Overview

St. Peter Chanel Catholic College of Secondary Teacher Education (Ulapia) was established to address the long-standing shortage of qualified secondary school teachers, particularly in mathematics and science subjects. The College's vision is to prepare the next generation of educators who not only educate but also inspire and motivate their students to reach their full potential.

St. Peter Chanel Catholic College of Secondary Teacher Education provides education covering knowledge areas including pedagogy, content, epistemology, psychology, sociology, and religious education. The College offers rigorous academic programmes and practical experience in diverse educational settings, ensuring our graduates are prepared for success in any teaching environment, be it urban or rural. As one of the leading teacher training institutions in PNG, the College aims to create a supportive and challenging learning environment that equips graduates for success both in the classroom and beyond. One of the major goals of the College is to provide a high-quality education that equips future teachers with the skills and knowledge necessary to make a meaningful impact on the lives of their students.

## 2. Assignment Overview

St. Peter Chanel Catholic College of Secondary Teacher Education is enhancing its ICT infrastructure to strengthen teacher education training and improve learning opportunities. This initiative includes providing access to educational resources, interactive learning tools, and digital libraries. The College is committed to improving teaching, learning, and research experiences by enhancing its capacity, capabilities, systems, and processes.

A key area for improvement in the College's ICT initiatives is the development and operation of a comprehensive and user-friendly website. This website aims to increase visibility, streamline operations, improve engagement with students and staff, and foster a sense of community. By enhancing its digital presence, the College seeks to expand its reach, boost student and staff engagement, and support its academic and administrative functions. Ultimately, this will contribute to achieving the College's strategic goals.

VSA is collaborating with the College to support an enhanced digital presence and contribute to the effective integration of ICT into the teaching and learning environment. The College seeks an experienced Website Development Advisor to provide expert advice and support to the College's ICT team in developing and operating a modern, responsive, and accessible website. The advisor will review the implementation, operations, and management of the current website. This includes conducting a needs assessment to identify the current ICT capabilities and gaps and guiding the planning, design, development, and implementation processes.

### 3. Goal/Outcomes/Outputs

#### Goal

The goal of this assignment is to provide expert advice and support to the College's ICT team in developing and managing a modern, responsive, and accessible website. The Website Development Advisor will be crucial in enhancing the College's capacity and capabilities, ensuring the website's sustainability and effectiveness.

#### Outcome 1

The College's fully functional, modern, responsive, and accessible website has significantly increased visibility and engagement among students, staff, and external stakeholders, facilitating better communication, providing easier access to educational resources, and fostering a stronger sense of community within the College.

Working collaboratively with IT staff, leadership and the management team:

- Provide expertise in website design, focusing on user experience (UX) and user interface (UI) principles, and advise on selecting appropriate technologies, frameworks, and tools for website development.
- Assist in developing a content strategy that aligns with the College's goals and objectives, and guide the creation and organisation of website content to ensure it is engaging, relevant, and up-to-date.
- Conduct thorough testing to ensure the website is free of bugs, performs well under various conditions, and is responsive, accessible, and optimised for various devices and browsers.
- Oversee the website launch, ensuring all components are functional and user-friendly, and provide post-launch support to address any issues and ensure smooth operation.

#### Outcome 2

The College's ICT team will have enhanced skills and knowledge in website development and management. This capacity-strengthening effort will enable the team to independently maintain and update the website, ensuring its long-term sustainability and effectiveness. Additionally, the team will be well-equipped to handle future web-related development projects, contributing to the College's ongoing technological advancement.

- Assess the capacity and capability gaps of the IT staff, and provide training, coaching, and mentorship to close these gaps and enhance their capabilities in managing the website infrastructure.
- Assist in developing metrics and tools to monitor the website's performance and user engagement, and provide training sessions for the College's ICT staff on website development best practices, including HTML, CSS, JavaScript, and content management systems (CMS).
- Provide ongoing mentorship and support to the ICT team during the development process.

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

The capacity strengthening will take place through a variety of activities, including training, mentoring, coaching, collaboration, and knowledge sharing. The volunteer will report directly and be accountable to the Principal. On a day-to-day basis, the volunteer will predominately work with the ICT team.

The volunteer and St. Peter Chanel Catholic College of Secondary Teacher Education 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 Computer Science, Information Technology, Web Development, or a related field.
- Proven experience in website development and management, with a strong portfolio of completed projects.
- Expertise in HTML, CSS, JavaScript, and modern web development frameworks.
- Experience with content management systems (CMS) such as WordPress, Drupal, or Joomla.
- Strong understanding of UX/UI design principles and web accessibility standards.
- Excellent training and mentorship skills.
- Strong problem-solving abilities and attention to detail.
- Excellent communication and interpersonal skills.

###### Desirable

- Sound knowledge of SEO Principles

##### Personal Specifications

###### Essential

- A positive can-do attitude.
- Supportive and understanding.
- 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 College and the volunteer's accommodation is about 5-10 minutes by bus. Volunteers may be asked to share accommodation depending on the situation.

Located on Tokua Road (the same road as Rabaul/Kokopo Airport), the campus is very close to Kokopo City. Public Motor Vehicles (PMVs) often come by the campus to pick up and drop off students. There is a designated office space for the volunteer and the College will provide basic office equipment and resources including access to printers, stationery, and internet access. The College's staff bus picks up and drops off staff and volunteers each working day.

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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.*