

VSA Assignment Description

Assignment Title	Organisational Development Adviser
Assignment Modality	Standard
Assignment Number	41973
Country	Solomon Islands
Location	Honiara
Partner Organisation	Solomon Islands Planned Parenthood Association
Duration	12 months
Sustainable Development Goals	



1. Partner Organisation Overview

The Solomon Islands Planned Parenthood Association (SIPPA) has a vision in which all Solomon Islanders are free to make choices about their sexuality, and can access sexual reproductive health services, information and exercise their rights without discrimination. SIPPA is committed to improving the lives of all Solomon Islanders by providing quality information and services, and by advocating for sexual reproductive health and rights for all, especially the underserved. SIPPA adopts an integrated approach that encompasses service delivery, advocating to political and religious leaders and targeted educational campaigns to achieve results.

SIPPA is registered as a charitable organisation in Solomon Islands. SIPPA is a voluntary non-profit organisation and has no political or religious aims. SIPPA members believe that knowledge about planning parenthood, adolescence and youth, HIV/AIDS infection, abortion and access to family planning and relevant services is a fundamental human right. SIPPA plays an important role in the community for advocacy and promotion of these sexual reproductive health issues among young people. The organisation has a network of clinics in Honiara, Gizo, Auki, Taro and Lata.

SIPPA has about 30 staff and 100 volunteers. The organisation does not currently have a human resources manager. Human resources tasks are carried out by the finance manager programme manager and clinical manager. These staff are not trained in human resources and organisational development.

2. Assignment Overview

A VSA volunteer is being sought to support SIPPA to increase their capacity in organisational development. The volunteer will work alongside senior management and other staff to improve and document SIPPA's internal systems and processes, increase efficiencies and the organisation's ability to meet its goals. A key aspect of this assignment is for the volunteer to support SIPPA to put in place sound human resources structure that will enable the organisation to have staff who are supported, skilled and dedicated to the work of SIPPA.



3. Goal/Outcomes/Outputs

Goal

SIPPA senior team is visible, accessible and leading the organisation well.

Outcome 1

SIPPA is making decisions on which systems and processes to review in line with recommendations made.

Working alongside the management and board of SIPPA:

- gain an understanding of how SIPPA current operates;
- review current Standard Operating Procedures and work with the SIPPA team to update where required;
- understand the aspirations of the constitution with a view to supporting the organisation to decide on the objectives of the organisation and how it will run, and which aspects may need to be changed;
- become familiar with how leaders lead and how this affects work culture, welfare and morale;
- make recommendations to the SIPPA board and staff on what changes they can make to meet the organisation's needs and aspirations.

Outcome 2

Revised organisational systems and processes are in place and being used.

- Support the review of SIPPA's Constitution and update where relevant;
- Support the development of a three- to five-year Strategic Plan; and
- Develop an organisational work plan and monitoring frameworks that are aligned to the organisation's evaluation framework.

Outcome 3

Staff at SIPPA are confident to do their work and enjoy working in an environment that supports them.

- Review current human resource policy and update where relevant;
- Develop a Salary Structure that is aligned with similar organisations;
- Develop a human resources manual that gives guidance on the processes for staff onboarding, staff performance and staff development plans;
- Foster a positive team culture and staff welfare is met.

4. Reporting, Working Relationships and Capacity Building

The volunteer will report and be accountable to the executive director of SIPPA. The volunteer will work with managers and coordinators on a day-to-day basis.

Capacity building will be achieved through working with SIPPA staff to identify current strengths of the organisation and building on these. The volunteer will also provide one-on-one mentoring and coaching on different aspects of organisational development. Where relevant, the volunteer will develop training materials and use these to support capacity building.

The volunteer and SIPPA 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

- Organisational change experience
- Human Resource management qualifications and/or Business Administration
- Prior proven experience in organisational development
- High Level English Speaking and writing

Desirable

- Proposal and project designer
- Experience in monitoring and evaluation
- Prior experience working in a governance role

Personal Specification

Essential

- Commitment to women and girls sexual and reproductive rights and health
- Flexibility and patience
- Ability to adapt
- Ability to celebrate diversity and work alongside people from different cultures
- Able to adapt to basic conditions
- Willingness to learn and speak pijin
- Excellent problem-solving abilities
- Great organisational and communication skills

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 <https://vsa.org.nz/our-work/countryregion/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 Solomon. 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.

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.

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. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. 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.

