


VSA Assignment Description

Assignment Title	School Library Adviser
Assignment Modality	Standard
Assignment Number	41910
Country	Vanuatu
Location	Espiritu Santo
Partner Organisation	SANMA Education Office, Ministry of Education & Training
Duration	1 year, with option to extend
Sustainable Development Goals	

1. Partner Organisation Overview

The Ministry of Education and Training (MoET) has a vision for a caring education system which provides every young person with the lifelong skills, values, and confidence to be self-reliant. Working in partnership with all stakeholders to provide well-managed schools, the MoET mission is to provide student-centred education that is accessible, relevant, sustainable, responsive, and of good quality, to guarantee every young person:

1. Pre-school and basic education to year 10, including literacy, numeracy, life skills, and livelihood skills, respect for our history and culture, and respect for human rights.
2. Expanded opportunities for secondary, technical, tertiary and higher education.
3. Support for parents and communities to participate in and manage their schools.
4. A well-managed and accountable education system which focuses on building the human resources of Vanuatu, improving learning, living, and working opportunities, and enabling young people to contribute to the productive sectors in both rural and urban areas.

The SANMA Education Office serves the 'SANMA Province' comprising the islands of Santo and Malo.

2. Assignment Overview

Of the 115 schools within the SANMA Province approximately 40% have some sort of library space. This can vary from a dedicated room, with proper shelves, labelled books, a classification system and a recorded borrowing system, to a shelved area within a classroom (book corner), or to books stored in a cupboard. The remainder of schools have no library and will share book resources from a neighbouring school.

Books are often donated to schools in an ad hoc manner as well as through more formal arrangements with the Education Office such as with the Pacific Partnerships Programme. This has its challenges, as book security and safety are not often understood or valued and many donated books have been destroyed in cyclones and/or times of heavy rain, due to poor storage choices.

Few teachers or Principals have a comprehensive understanding of the Dewey Decimal System for classifying books and few have the required skills to run a library session for a classroom of children to support the educational needs of the children. A trained school librarian would help to promote education of students, and contribute to the development of reading, oracy, and research skills as

well as developing a school wide reading culture through reading programmes, initiatives and events, leadership and support to teachers on reading engagement.

A School Library Adviser volunteer would enable the Education Office to make a start on this process working with five schools in the urban area to begin with. The volunteer would develop a baseline assessment of the status of libraries and book corners in the local schools and then develop a plan by which to develop appropriate scaled libraries and book corners dependent on the resources and staffing available.

The volunteer, working closely with the allocated and relevant teachers and the Pacific Partnerships programme (who supply the books), will be able to mentor the teachers to a point where they can then run weekly library classes for all student classes.

3. Goal/Outcomes/Outputs

Goal

Five SANMA Province Schools have established standard school library spaces that are operational, giving the opportunity for all students to love books and be able to have time given each week to drop everything and read (DEAR).

Outcome 1

A baseline assessment is completed.

Working with the SANMA Provincial Education Officer (PEO), relevant Principals and teachers, carry out a baseline survey to assess:

- Library status (size, no of books, catalogue system, quality and diversity of books etc)
- Frequency of use of library books/space by teachers and students
- Students understanding of library space and use
- Assessment of reading literacy (based on teacher assessments)

Outcome 2

Functioning libraries are set up in each of the five schools.

Working with the SANMA PEO, relevant Principals and teachers at each of the five schools:

- Establish working library spaces
- Train and mentor the new 'librarian'
- Establish cataloguing systems
- Develop school library policies
- Develop a training package for future 'librarians'

Outcome 3

Library Classes are implemented.

Working with the trainee librarian:

- Develop a library schedule for each classroom
- Develop library class lesson plans
- Develop a programme of activities/presentations/events etc

Outcome 4

Evaluation Assessments are developed and gathered.

Working with the SANMA PEO, Principals and teachers, carry out an evaluation report that includes (but is not limited to):

- Changes in literacy
- Frequency of use of library spaces
- Qualitative feedback from teachers, students and parents on effectiveness of the library space

4. Reporting, Working Relationships and Capacity Building

The volunteer will work with the allocated trainee librarians to train educate and mentor them in the necessary skills of a qualified librarian, benefiting the individual, the students, the teachers and the wider school community who can also utilise the new library space. If successful the school community will see increased literacy rates and increased learner agency – students having the independence to choose their own reading, and to find resources that help them develop their interests and strengths at their own pace, hopefully encouraging them to go on to higher education.

The volunteer will report directly to the SANMA Education Office Support staff (Susan Balesa) and will be accountable to the SANMA Provincial Education Officer (PEO). On a day-to-day basis, the volunteer will predominately work with the Trainee Librarian within each school.

The volunteer and the SANMA Education Office 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 Degree in Library/Information Management/Education or related field
- 5 years working in a Library
- Professional registration with the Library and Information Association of New Zealand Aotearoa (LIANZA)
- Good at project management and planning
- Ability to think analytically and to develop new or revised systems, procedures, in a low resource environment.

Desirable

- Experience working within a school/education environment
- Accurate, quick, efficient and logical
- Experience creating and/or facilitating library programmes
- Experience creating programmes to promote reading with children and young people
- Ability to exercise initiative and independent judgment

Personal Specifications

Essential

- Good communicator who is patient with people
- Able to work with different groups of people
- Able to work on their own or as part of a team
- Ability to work with limited resources

Desirable

- A willingness to learn Bislama

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 Vanuatu, see [the VSA website here](#)

8. Living and Working Situation

The SANMA Education Office is located at the end of the main street in Luganville with easy access to buses and taxis. It is a 5-10min walk into town where there are cafes, restaurants, grocery stores and all core services.

The volunteer will have a desk based at the SANMA Education Office with internet access and will work alongside 10 other employees. Within each School the volunteer will be working directly with the Principal and the allocated Teacher/Librarian to develop the library space. The workplace will vary with each school.

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

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners 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 may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. 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.
3. The volunteer will receive a monthly living allowance of VUV107,580.

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.