VSA Assignment Description

Assignment Title	Systems & Digital Services Librarian
Assignment Modality	In-Country
Assignment Number	41964
Country	Papua New Guinea
Location	Kokopo, East New Britain
Partner Organisation	St. Peter Chanel Catholic College of Secondary Teacher Education (Ulapia)
Duration	4-6 months
Sustainable Development Goals	4 QUALITY EDUCATION 8 DECENT WORK AND ECONOMIC GROWTH 10 REDUCED INEQUALITIES

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.

Recognising the potential of ICT to address these challenges and in response to the growing demand for improved teacher training and educational outcomes, VSA is collaborating with the College to support the effective integration of Information and Communication Technology (ICT) into the teaching and learning environment. This integration of ICT into the teaching and learning environment aims to enhance access to learning resources, foster independent learning and research, and enable a more personalised, interactive, and engaging educational experience. One of the areas for ICT improvement is for the College to assess and enhance its capability to acquire, deliver, and maintain digital library systems and services.

2.   Assignment Overview

St. Peter Chanel Catholic College of Secondary Teacher Education is committed to continually improving its capacity, capability, systems, and processes to support better educational experiences and outcomes. In today's digital age, digital libraries have become a crucial part of academic institutions. The vast volume of digital resources that libraries need to manage and provide access to requires specialised skills and knowledge.

The College aims to build and strengthen its capabilities in developing, operating, and maintaining effective Digital Library Services to support and enhance its teaching and learning environment, as well as contribute to better educational outcomes.

Therefore, the College seeks an experienced Systems & Digital Services Librarian (SDSL) to assist in developing, implementing, and managing digital library systems and technologies. The volunteer will oversee the selection and implementation of necessary infrastructure (platforms) and the integration of digital resources. They will also provide training and mentorship in managing digital collections to ensure effective technology use for enhancing library services and user experience. Additionally, the volunteer will offer training, coaching, and mentoring to staff and students to improve access to quality digital teaching and learning resources, ultimately aiming to better meet student needs and enhance learning outcomes.

3. Goal/Outcomes/Outputs

Goal
The primary goal of this assignment is to assist the College in acquiring and implementing a suitable Digital Library System (DLS) that meets its academic and research needs, providing efficient and effective access to digital learning platforms and resources.

Outcome 1
The College completes a comprehensive analysis of its institutional requirements, gathering input from students, lecturers, management, and key stakeholders to ensure that the proposed digital library system aligns with students' needs and meets the College's expectations and goals.

- Lead the consultation process to determine and understand the College's digital library system requirements, capability and capacity gaps, and provide a brief report outlining the objectives, requirements, scope, and key deliverables.
- Engage and collaborate with the leadership team, library users, and key stakeholders to identify and assess available Digital Library System (DLS) options, including open-source and cloud-based solutions.
- Recommend the most suitable, affordable, and sustainable DLS for the College, and provide expert guidance in developing an implementation plan for the chosen DLS, including timelines, resources, and budget estimates.

Outcome 2
The College acquires and implements the recommended Digital Library System, develops supporting policies, procedures, and processes, and provides training and support to library staff.

- Collaborate with the vendor, IT and Library staff to implement the recommended Digital Library System.
- Assist the College in developing policies, processes, and procedures for the digital library, ensuring alignment with the College's goals and objectives.
- Evaluate the skills, knowledge, and abilities of faculty and library staff, and provide training and support to them on the use of the digital library system.

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 library and IT staff members.

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 degree in Library Science or information management or equivalent professional experience.
- Experience in acquiring and implementing Digital Library Systems.
- 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.
- Knowledge of copyright and licensing regulations.

Desirable
- Experience working in an academic library setting.
- Experience with project management and vendor relations.
- Familiarity with open-access publishing and copyright issues in digital libraries.

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

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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 space in the library for the volunteer and the College will provide basic office equipment and resources including printers, stationery, and internet access. The College's staff bus picks up and drops off staff and volunteers each working day.

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.

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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.

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