


# VSA Assignment Description

Assignment Title	Early Childhood Education Curriculum Advisor
Assignment Modality	In-Country
Assignment Number	42017
Country	Papua New Guinea
Location	Kokopo, East New Britain
Partner Organisation	East New Britain Provincial Division of Education (ENBPDE)
Duration	6 Months
Sustainable Development Goals	

## 1. Partner Organisation Overview

The East New Britain Provincial Division of Education (ENBPDE) is responsible for administering, regulating, monitoring, and managing the education system in the province. They collaborate with the National Department of Education to implement policies, oversee curriculum delivery, and regulate schools to ensure they meet established standards and align with national objectives and directives. The Division aims to provide a high-quality teaching and learning environment and effective support to educators to enhance their teaching practices. They work in partnership with other education stakeholders to ensure that learners are engaged in relevant, meaningful, and grade-appropriate learning, preparing them to thrive across educational pathways and ultimately contribute positively to society. The Division of Education is centrally located in Kokopo and is responsible for education at the elementary, primary, secondary, and vocational school levels within the province of East New Britain.

The VSA PNG Programme is committed to ensuring the delivery of high-quality education, including early childhood, primary, secondary, and TVET, in East New Britain. The ultimate aim is to ensure that the education system is robust and capable of delivering higher standards of education, thus equipping students with the education and skills needed to contribute to the economic and social development of PNG. To support quality education and improve learning outcomes in East New Britain, VSA and the provincial government entered into a strategic partnership agreement. This agreement led to the development and implementation of the STEP (Strengthening Teachers' Effectiveness through Professional Development) Programme, with three VSA volunteers working across multiple schools (two in secondary and one in primary).

VSA continues to support the educational vision and strategic objectives of education in the province as stated in PNG's [National Education Plan](#) (2020-2029). The mission includes:

- To facilitate and promote the integral development of every individual.
- To develop and encourage an education system that satisfies the requirements of Papua New Guinea and its people.
- To establish, preserve, and improve standards of education throughout Papua New Guinea.
- To make the benefits of such education available as widely as possible to all people.
- To make education accessible to the disadvantaged, including those who are physically, mentally, and socially handicapped.

## 2. Assignment Overview

There is an urgent need to develop and continuously strengthen the early childhood education sector because it is the foundation for a child's lifelong learning journey. Investing in early childhood education can lead to better educational outcomes later in life. A solid early childhood foundation enables children to become confident learners, ensuring that they have the opportunity to acquire the skills and knowledge necessary to reach their full potential and contribute positively to society. Recently, VSA has renewed its commitment to support childhood education in the province by helping to enhance the capacity and capabilities of educators, policymakers, and organisations to ensure effective ECE programmes that benefit children and communities. The East New Britain Provincial Division of Education continues to aim to strengthen the education system in general, with a renewed focus on ECE in particular, across the province. To achieve this goal, they are seeking an experienced Early Childhood Education Curriculum Advisor to provide strategic guidance, develop programmes, and support the implementation of best practices in early childhood education.

## 3. Goal/Outcomes/Outputs

### Goal

The primary goal of this assignment is to provide effective guidance and support for the development and implementation of, inclusive, equitable and accessible ECE programmes in the province. The volunteer (Advisor) will work closely with educators and other key stakeholders to develop a curriculum that is culturally relevant, holistic, age-appropriate, and aligned with national educational standards and policies.

### Outcome 1

The East New Britain Provincial Division of Education (ENBPDE), NGO partners, and faith-based organisations (FBOs) have enhanced their knowledge and understanding of the principles and practices that underpin the development and implementation of an effective Early Childhood Care and Education (ECCE) Curriculum.

Working collaboratively with ENBPDE, educators, and other key stakeholders:

- Assist in undertaking research, analysis, and synthesis of information related to the development and implementation of ECCE Curriculum Frameworks, focusing on early childhood education principles, values, guidelines, and practices in New Zealand and the Pacific.
- Support and guide the ENBPDE in developing open and inclusive consultation protocols to guide and inform the consultation process and outcomes.
- Work closely with ENBPDE and stakeholders to develop a Discussion Paper on ECCE and help facilitate information and discussion forums.

### Outcome 2

East New Britain Province is developing an effective and high-quality Early Childhood Care and Education (ECCE) Curriculum Framework in accordance with the Pacific Guidelines for the Development of National Quality Frameworks for ECCE. This framework will enable the implementation, delivery, and support of equitable, quality, and culturally appropriate ECCE in the Province.

- Assist with the process of agreeing with and finalising the principles, values, and developmental domains that would underpin East New Britain Province's ECCE Curriculum Framework.
- Provide expertise and guidance to assist ENBPDE in developing and producing an implementable holistic and quality ECCE Curriculum Framework.

- Provide training, mentoring, and support to strengthen the collective capacity of relevant staff at ENBPDE and other stakeholders.

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

Capacity building will be achieved in the following ways:

- Capacity strengthening through mentoring, coaching and training of teachers
- Transfer of knowledge and skills particularly with respect to effective teaching and learning practices
- Professional development of teaching staff, including senior leadership within schools

The volunteer will report directly and be accountable to the Provincial Education Advisor. On a day-to-day basis, the volunteer will predominately work with ENPDE staff, particularly teachers and educators from different centres.

The volunteer and the East New Britain Provincial Division of Education will maintain an ongoing relationship with the VSA Programme Manager for 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

- Relevant teaching qualifications and strong teaching experience in early childhood education programmes.
- Good working knowledge of effective Early Childhood Education models in developing country contexts.
- Ability to advise on the establishment of an Early Childhood model and framework.
- Research and analytical skills.
- Ability to mentor, coach, and support the professional development of teachers.
- Sound knowledge and expertise in high-quality teaching and learning.

###### Desirable

- Previous work experience in any of the Pacific Island nations.

##### Personal Specifications

###### Essential

- Excellent relationship management skills (ability to relate well to people from different backgrounds and cultures) combined with a respectful and culturally sensitive demeanour.
- Ability to work independently, possibly remotely, and be self-motivated.

- Solution-oriented.
- Ability to work collegially and collaboratively.
- Patience, flexibility, and tolerance when working in a multicultural context.
- Willingness to learn and use Tok Pisin.

## 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

The office space at the Division of Education is modern and within walking distance to the Market, bus stops, shops and restaurants. The volunteer will need to bring his or her own laptop for work.

A furnished house will be provided to the volunteer. The house is located in the suburbs of Kokopo. The distance between the office and the volunteer's house is about 5-10-minute by bus. Volunteers may be asked to share accommodation depending on the situation.

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### Additional Information

#### ST2 Assignment (6-11 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 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 PGK2,100.

#### *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.*