

# VSA Assignment Description

<b>Assignment Title</b>	Organisational Development Adviser
<b>Assignment Modality</b>	E-volunteer
<b>Assignment Number</b>	42061
<b>Country</b>	Kiribati
<b>Location</b>	South Tarawa
<b>Partner Organisation</b>	Clean Spatial Solutions (CSS)
<b>Duration</b>	12 months

## Sustainable Development Goals



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## 1. Partner Organisation Overview

CSS's purpose is to protect and enhance the environment by providing sustainable waste management solutions. Our goal is to minimize waste impact on the community and ecosystem through effective recycling, reuse, and disposal practices.

## 2. Assignment Overview

Since its establishment in 2022, CSS has encountered challenges in defining a clear strategic direction. A lack of a well-articulated mission, vision, and overarching objectives has hindered the effective allocation of resources and the implementation of performance measurement systems. Furthermore, alignment with the broader objectives of Kiribati's 20-year vision development plan (KV20) 2016-2036 and the new Kiribati development plan 2020-2023 has been insufficient. Developing a comprehensive strategic plan that is explicitly linked to national development strategies is imperative to secure the engagement of potential development partners whose support aligns with the broader goals of the national development agenda.

## 3. Goal/Outcomes/Outputs

### Goal

To bolster CSS' capacity to effectively deliver programs, we seek a volunteer to assist in the development of a new strategic plan and the corresponding policies.

Success will be measured by the development and implementation of a robust strategic plan, coupled with complementary policies, that collectively chart a clear and achievable path towards the organization's long-term goals.

### Outcome 1

A comprehensive programme-based strategic plan aligned with the Kiribati Vision 20 and the association's constitution is developed.

In collaboration with the Executive Team, the volunteer will:

- Review or develop the organization's mission, vision, and key focus areas.
- Plan and guide the process of collecting data.
- Develop clear goals and a structure for the strategic plan.
- Produce a draft strategic plan for review.

## **Outcome 2**

Established comprehensive internal policies and procedures

In collaboration with the Project Management Unit, the volunteer will:

- Develop essential operational guidelines, including the creation of policies and procedures for procurement, financial management, auditing, and human resources.
- Ensure effective implementation: Support the integration of the developed policies and procedures by way of training and mentoring.
- Recommend resources the executive staff can use to upgrade their organisational capability and capacity and in turn, build their confidence.

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

The e-volunteer will build the capacity of CSS through:

- Leading the development of the strategic plan and corresponding policies
- Leading the development of internal policies and processes to ensure efficiency and productivity
- Providing required mentor sessions to build the capacity of CSS staff as deemed necessary.

CSS will build the capacity of the e-volunteer through:

- Sharing of their Kiribati knowledge both culturally and in the waste management local context.

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with the Compliance Officer along with other CSS staff.

The volunteer will report directly to the and will be accountable to the Manager of CSS. On a day-to-day basis, the volunteer will predominately work with the Compliance Officer.

The volunteer and CSS 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 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

- Experience in developing strategic plans and policies
- Business management experience
- Understanding of organisational operations across a broad range of functions, e.g. finance, human resource, procurement.
- Strong communication, consultation and mentoring skills

#### Desirable

- Experience or knowledge in the waste management industry

### Personal Specifications

#### Essential

- Ability to implement change in a harmonious way
- Organised and efficient
- Practical
- Creative in terms of their approach to mentoring the local staff
- Resilient and friendly [Note: absolutely essential requirements only]

#### Desirable

- Awareness of the Kiribati culture

## 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 Kiribati, see [VSA in Kiribati](#)

## 8. Living and Working Situation

CSS staff have reliable working connectivity and devices to enable this e-volunteer assignment.

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### Additional Information

#### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

#### Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

### **Children's Act**

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.

### **E-Volunteer package**

The volunteer's package includes the following:

#### *Reimbursements*

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.