


# VSA Assignment Description

<b>Assignment Title</b>	Program Quality Advisor
<b>Assignment Modality</b>	Standard, in-country
<b>Assignment Number</b>	42078
<b>Country</b>	Timor-Leste
<b>Location</b>	Dili
<b>Partner Organisation</b>	Adventist Development and Relief Agency Timor-Leste (ADRA)
<b>Duration</b>	12 months (with the possibility of extension by mutual agreement)
<b>Sustainable Development Goals</b>	

**Business Development Partner**



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## 1. Partner Organisation Overview

ADRA is the global humanitarian arm of the Seventh-day Adventist Church—part of the 20-million strong Adventist community, with hundreds of thousands of churches globally and the world’s largest integrated healthcare and education network.

We deliver relief and development assistance to individuals in more than 118 countries—regardless of their ethnicity, political affiliation, gender, or religious association.

By partnering with local communities, organizations, and governments, we are able to deliver culturally relevant programs and build local capability for sustainable change.

ADRA Timor-Leste has been working in Viqueque Municipality since 2011 to implement WASH, agriculture, and livelihood programs.

## 2. Assignment Overview

ADRA currently has a good team and a varied set of donors. However, the amount of impact documents and program quality oversight is out lower on the list due to the difficulty in articulating what we do in a donor friendly format. In addition, The Program Coordinator and MEAL Coordinator requires additional support in report writing both content and English proficiency. The standard of writing English language reports takes more time and is sometimes deadlines are missed in part due to translating documents to English.

By improving the standard of English within our team, advising on the quality of our reports to improve impact reporting.

## 3. Goal/Outcomes/Outputs

### Goal

A Local Programs team that is confident in writing reports in English to the necessary standard. Utilising necessary tools in a way that is meaningful. A number of impact reports available.

## Outcome 1

The wider ADRA programs team have the necessary tools for MEAL systems and program quality.

Together with the Program Director:

- Review tools and processes for effective time management, planning and implementation and reporting and advise on streamlining processes.
- Support managers to present regular progress reports, with clear analysis and recommendations for action.
- Support managers in regular program analysis meetings - ensure analysis is provided and clear decisions are made.
- Support the managers and staff to contribute to the reporting and M&E, including note taking of key meetings, data collection and analysis; archiving; development of info graphics.

## Outcome 2

ADRA's Program Quality Department functions well including documentation of impact, donor reports are timely and of a high standard, positive donor engagement tools.

Together with the Program Director:

- Document the impact of key project activities.
- Support and contribute to engagement with key partners (government offices, civil societies, donors, etc.) including regular meetings with partners; mapping of partner activities; and participation in external events.
- Working on proposals developments and researching new financing streams.

## 4. Reporting, Working Relationships and Capacity Building

ADRA will have a strong programs department able to scale up programming for greater impact. Individuals will improve their skills in program quality and English Stakeholders will have improved standard for reporting.

Community's will benefit from greater thought into impact of activities and repeating of important lessons in other communities. Volunteer will learn in a cross-cultural environment and experience the challenges at a district level.

The volunteer will report directly to the Program Director and will be accountable to the Country Director. On a day-to-day basis, the volunteer will predominately work with the Project Coordinator MEAL Coordinator, MEAL assistant and smaller extent project managers.

The volunteer and ADRA TL 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

- Strong Analytical thinking
- Excellent written & spoken English
- Excellent planning, coordination and communication skills, with the ability to organize diverse tasks and responsibilities
- Strong teamwork and able to lead and mentor, and build capacity of other team members
- Bachelor's degree in Development studies or other relevant fields

#### Desirable

- Experience with donor reporting including but not limited to MFAT, DFAT and EU
- 5-7 years of experience preferably in humanitarian and/or development non-profit organizations, at least 3 years of which in project management or grants administration and reporting.
- Masters degree in Development studies or other relevant fields

### Personal Specifications

#### Essential

- Adaptable to different living and working environments
- Able to work cross culturally where English is not the native language
- Able to navigate staff with beginner and intermediate levels of English writing skills
- Able to adapt to limited internet connectivity
- Good communication skills - able to be clear and concise

#### Desirable

- Able to learn the language

## 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 Timor-Leste, see <https://www.vsa.org.nz>

## 8. Living and Working Situation

Work from Dili office in Delta 2 (microlet route 11 and 3) with trips to the municipalities (No more than a week once per month). ADRA will pay for usual ADRA TL local per diem and accommodation during field trips.

The office is a shared space with air-conditioning, a desk, internet access (via hotspot). The Dili office has 16 staff while the field offices have a similar number each.

Internet connectivity while a constant issue here in TL, many tasks will require personal interaction. Counterpart need to take time with staff to understand the realities and the requirements and not rush with own ideas.

The office will be able to fund basic resources required for the role. A normal office safety has limited risks. When traveling ADRA has a safety and security plan. Volunteer will not be traveling on their own and will stay in approved accommodation places.

TL is stable, and Dili is quite safe for foreigners to live and work. Usual personal safety rules apply however Dili is safer than many places in NZ. There are certain flexibilities required for volunteers to adjust to i.e. only drinking filtered water, semi-frequent short-term power cuts, different kind of food availability and cost

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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.

### **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. The volunteer will receive a monthly living allowance of USD 960.

#### *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.*