

# VSA Assignment Description

<b>Assignment Title</b>	Business Development Advisor
<b>Country</b>	Timor-Leste
<b>Location</b>	Dili
<b>Partner Organisation</b>	National Agency for Academic Assessment and Accreditation (NAAAA)
<b>Duration</b>	One year - with the possibilities of extension by mutual agreement

## Sustainable Development Goals



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## 1. Partner organisation overview

The National Agency for Academic Assessment and Accreditation (NAAAA) or Agência Nacional para a Avaliação e Acreditação Académica (ANAAA) was established by the Government of Timor-Leste in 2010 based on the Decree Law (DL) no. 21/2010 of 1<sup>st</sup> of December and its first alteration through the DL no. 27/2014 of 10th September.

NAAAA is an autonomous agency under the Ministry of Higher Education, Science and Culture.

NAAAA have established dynamic partnerships with all the existing higher education institutions, allowing for the assessment of nearly 150 courses and 13 Higher Education Institutions in Timor-Leste to take place over a period of a decade long. Some HEIs have made significant progress on Human Resource as well as infrastructure development.

The purpose is to serve as a Quality Assurance regulatory agency of higher education through regular academic assessment and accreditation to the Higher Education Institutions (HEIs) in Timor-Leste and their respective cycles of studies. The goal is to guarantee the quality of HEIs in Timor-Leste based on internationally recognized standards and indicators.

## 2. Assignment overview

NAAAA is currently in a transition period from autonomous to become a public institution (ANAAA, I.P). An important focus of the assignment will be to develop strategic plan and the business plan to secure the long-term future of this institution as it is essential contributions to the education system of Timor-Leste. In addition, the volunteer will be expected to support and enhance the skills and knowledge of the current team in business development and management.

To date, NAAAA is rely on the State budget through the Ministry of Higher Education, Science and Culture but with the changes of politics and government's areas of focus, this is unlikely to be a reliable option for the future. To strengthen the long-term sustainability of its programs, NAAAA aims for the transition from autonomous to the public institution. Through this process, NAAAA will generate its own funding to augment the government's budget. Based on the goal, to guarantee the quality of HEIs in Timor, NAAAA will pursue a hybrid funding model that will continue to rely on the state's budget but also able to ascertain its own funding as a public institution.



### 3. Goal/outcomes/outputs

#### Goal

To have clear 10 years of strategic plan and 5 years of business plan for the sustainability of NAAAA.

#### Outcome 1

NAAAA, IP has a draft strategic plan covering at least 10 years.

Together with the admin and finance team:

- Support and guide staff in the Administration and Finance secretariat to develop an NAAAA, I.P. strategic plan.
- Prepare a template for writing strategies and train staff in its use.
- Train staff to identify opportunities for writing business strategies.

#### Outcome 2

NAAAA, IP has a clear business plan covering at least 5 years.

Together with the admin and finance team;

- Guide and support staff in the Administration and Finance secretariat to develop an NAAAA, IP Business Plan.
- Prepare a template for writing business plans and train staff in its use
- Review drafts and provide feedback to staff

#### Outcome 3

NAAAA, IP will have a template and format for funding/grant proposal.

The volunteer will;

- Guide and support staff in the Administration and Finance secretariat to identify business strategies.
- Guide and support staff in the Administration and Finance secretariat to prepare funding/grant proposals.
- Together with the staff prepare templates and guidelines for preparing funding/grant proposals.

### 4. Reporting and working relationships and capacity building

The volunteer will report directly to and be accountable to the Executive Director.

The volunteer will primarily communicate and work closely with the Coordinator for Admin and Finance, the officer for Admin and Finance, and the Human Resources officer.

The volunteer and NAAAA International in Timor-Leste 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 review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.**

## 5. Selection criteria/position requirements

### Education and Experience

#### Essential

- Relevant work experience in developing strategic plan and/or busine plan.
- Demonstrate experience on Business Management
- Ability to deliver trainings.
- Ability to work with people from different background.

### Knowledge, Skills and Abilities

#### Essential

- Planning and budgeting skills
- General management skills

#### Desirable

- Can work in a team.
- Can think creatively.
- Patience
- Have passion to share his/her knowledge.
- Resilience in a challenging environment
- Easy going.

## 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.

### 1. Country Context

NAAAA is located inside the INFORDEPE (The Teachers Training Institute) main compound, which also hosts the offices of INCT, National Commission of UNESCO, and The Faculty of Exact Sciences of UNTL. Next to our office, there is a Secondary School "September 4". The location is very accessible with a large parking area. It is also accessible to public transport, Chinese shop and a restaurant.



NAAAA office space is small and well equipped with table, chairs, air condition, internet and toilet. With five rooms allocated namely for the Executive Director, Technical Secretariat, Finance and Administration Secretariat, Information Secretariat and a Meeting room

For more information on living and working in Timor-Leste, click [here](#)

## **Additional information**

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### **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**

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

### **Vaccination requirements**

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, 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. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.



2. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. 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 for up to a maximum of 24 months.
4. 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 prior to departure.**

