


# VSA Assignment Description

<b>Assignment Title</b>	Tourism Policy Advisor
<b>Assignment Modality</b>	Standard In-Country (ST1)
<b>Assignment Number</b>	42035
<b>Country</b>	Autonomous Region of Bougainville, Papua New Guinea
<b>Location</b>	Buka
<b>Partner Organisation</b>	Bougainville Arts Culture Tourism Authority-Autonomous Bougainville Government (BACTA)
<b>Duration</b>	12 months
<b>Sustainable Development Goals</b>	

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## 1. Partner Organisation Overview

The Bougainville Arts, Culture, and Tourism Authority (BACTA) is an office within the Autonomous Bougainville Government (ABG) Department of Commerce, Trade, Industry and Economic Development.

BACTA was established in 2021 in response to an identified need for strengthening and improving measures and approaches for effective development, promotion, protection and regulation of Bougainville's Arts, Culture, and Tourism products and resources.

The overall goal with the establishment of BACTA is to build its capacity to support ABG's strategic goals of boosting and strengthening local income sources for greater economic prosperity for Bougainville through developing art, culture, and tourism in Bougainville.

BACTA is created by law and hence, a statutory body of the ABG. Its prescribed roles and responsibilities pursuant to its enacted Bill (2021), are to manage (regulate and develop), promote (market) and safeguard (regulate, preserve and protect) Bougainville's Arts Culture and Tourism products and resources.

## 2. Assignment Overview

As new organisation, BACTA is currently facing a lack of human resource development, specifically the capacity to create policies to direct its work and ensure strategic alignment with its governing legislation. Policies that could be created through volunteer assistance include regulations on basic standards for guesthouses, data management, standards for tourism products and services. This would support BACTA in enabling them to better plan for and deliver on their vision of a more sustainable and accessible tourism industry for Bougainville. The assignment also includes elements of tourism product documentation, marketing, and community awareness.

### 3. Goal/Outcomes/Outputs

#### Goal

BACTA operates under clear policies and work plans that complement the BACTA Act, enabling BACTA to make good decisions that support the development of tourism in Bougainville. Such policies are informed by proper stakeholder consultations.

#### Outcome 1

BACTA has clear policies and frameworks to guide its work:

- Volunteer to assess the level, strengths, and weaknesses of the current BACTA operations
- Volunteer to support BACTA staff to conduct a review of any existing policies, frameworks, or work plans.
- Volunteer to work with BACTA staff to develop policies, frameworks, and workplans that align to the BACTA Act.

#### Outcome 2

BACTA has an accurate and complete register of tourism products and providers in Bougainville, enabling them to start promoting and marketing Bougainville as a tourism destination:

- Support BACTA in developing an accurate database of current tourism operators and products in Bougainville, complete with high quality digital content.
- Assist BACTA in conducting a stakeholder mapping exercise, and a basic stakeholder engagement plan
- Work with BACTA staff to develop a basic plan for undertaking community awareness
- Support BACTA staff to conduct research on best practice for community engagement and with support from other SPTO or other Pacific Tourism Associations contextualise the content for Bougainville.

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

The volunteer will be placed to work within the BACTA Office in Buka on a daily basis. This will provide the core opportunity for shared learning and capacity building of the team through one-on-one mentoring, coaching, observation of the volunteer by team members, possible internal trainings facilitated by the volunteer. The volunteer will report to and have a key relationship with CEO of BACTA. On a day-to-day basis, the volunteer will predominately work with the Tourism Officer.

The volunteer and BACTA 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 tourism or a related field (or the equivalent in relevant experience)
- Experience working in the tourism sector (preferable in the Pacific or a developing country)
- Experience in developing and writing policy, frameworks, or strategy documents
- Experience in a capacity building, mentoring, and/or coaching role

#### Desirable

- Experience working in tourism management and/or governance
- Experience in content creation, social media, and website maintenance
- Experience in community consultation or stakeholder engagement
- Experience working in a developing country
- Experience working in the Pacific, or with Pacific communities
- Strong communication skills

### Personal Specifications

#### Essential

- Community-minded, with a willingness to learn about, and respect Bougainvillean values and protocols
- Ability to work in a cross-cultural team
- Strong interpersonal communication skills and confidence
- A willingness to learn the local language (Tok Pisin)
- Ability to exercise initiative, work independently, and solve problems
- The ability to adapt to changing situations, and be flexible to change where factors may be beyond your control
- High level of patience

#### Desirable

- A willingness to become involved in wider-community initiatives
- Sense of humor
- Empathy

## 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

Refer to **Appendix 1**

## 8. Living and Working Situation

Refer to **Appendix 2**

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## **Additional Information**

### **Standard Assignment (12 months or more)**

#### **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 PGK 2,100.

### ***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.

## Appendix 1: Autonomous Region of Bougainville (ARoB)

The Autonomous Region of Bougainville (ARoB) is the largest island in the Solomon Islands Archipelago, situated on the border between Papua New Guinea and the Solomon Islands. Despite being more culturally, linguistically, and geographically aligned to the Solomon Islands chain to the south, ARoB was politically absorbed into the Australian-administered Territory of Papua New Guinea after World War II, and ultimately into the independent nation of PNG in 1975. Following a devastating conflict through the 1990s, a Peace Agreement was signed in 2001 which included a requirement for a referendum on its political future. The overwhelming vote for independence in the 2019 referendum means that Bougainville's political future is still a very current question.

While the autonomous region has had a particularly difficult colonial and post-colonial history, the people of Bougainville continue to demonstrate tremendous resilience in the face of these challenges. Bougainvilleans are a hardworking, proud and happy people, and continue to display innovation and strength in spite of complex political and social challenges.

For more information on ARoB, see:

- [Autonomous Bougainville Government News](#)
- [RNZ Bougainville](#)
- ['Bougainville - A risky assignment'](#) - An account by MFAT of New Zealand's role in helping to bring peace to Bougainville
- [New Zealand Aid Programme in PNG](#)
- Former Volunteer Travel Website: [Travel Inspired'](#)

### VSA in the Autonomous Region of Bougainville

New Zealand has a significant relationship with Bougainville, one that was largely formed through the role it played with helping to bring peace to the island during The Crisis. VSA is an integral part of New Zealand's presence in Bougainville, and is well supported by funding from the New Zealand Ministry of Foreign Affairs and Trade. VSA has been present in Bougainville since 1998, and has sent hundreds of volunteers to support Bougainville in building its health, agriculture, education, and governance sectors.

VSA volunteers are regularly based in throughout all the main areas of Bougainville and they are supported by a by a VSA office in Arawa and Buka. The Programme Manager is based between Arawa and Buka and a full time Programme Coordinator assists from the Buka office.

### General security

The physical, psychological, and cultural damage resulting from a decade of civil conflict will take many years to heal. While there has been many years of peace in Bougainville, it will continue to take time before people gain confidence and build trust within their communities and with outsiders.

Volunteers must be aware of, and accept the heightened risk, and adopt behaviour that reflects due caution. This includes taking precautions such as not moving around after dark alone, keeping the house secure and keeping items of value out of sight. All VSA volunteers to the ARoB must sign a set of security protocols that set out behaviour, designed to minimise risk.

VSA has confidence in the peace process and a commitment to the people of the ARoB. The Programme Manager is constantly monitoring the security situation. VSA has found the people of Bougainville to be incredibly hospitable, friendly and keep watch over VSA volunteers as needed.

## Appendix 2: Living and working situation

### Buka

Buka is a vibrant and optimistic town located in the north of Bougainville. It is actually situated on Buka Island, which is separated from the main Bougainville Island by a 400-meter-wide stretch of water known as the Buka Passage. This passage can be crossed in one of the many small boats that run during daylight hours.

The climate is hot and humid all year round, with daily temperatures of 25 to 35 degrees. November to May can bring more rain and unsettled weather (this is the tropical cyclone season in the South Pacific), however daily rain is common at any time of the year.

Buka is the administrative centre of Bougainville and houses the Autonomous Bougainville Government (ABG), along with the offices of its many departments. Now days it is a busy place with growth in the public sector, private sector, and also an increasing number of NGOs and foreign partners.

Buka is well serviced with shops, a couple of bars, a handful of restaurants, a post office, a bank, a bakery, and a general hospital. Located in the centre of town is the main market, selling with a wide variety of locally grown, organic, and seasonal produce all at a very reasonable price. A small number of shops import some food items from Australia and New Zealand, and you can often find what you require (although it may be a bit more expensive that what you are accustomed to).

Buka is serviced by 6x flights a week at an airport on the edge of the town. All roads within Buka town are sealed, and the main road up Buka Island is sealed. Transport south down Bougainville Island is possible during weekdays, and takes around 4 hours in a Toyota Landcruiser vehicle. Boats are available for hire from the main boat stop in Buka for fishing and island hopping. Unfortunately, there are no reliable boats from Buka to the neighbouring provinces (New Ireland and East New Britain).

Outside of work, volunteers often find themselves socialising with colleagues or local friends, other volunteers, or other expats on the weekends. Day trips on the boats are always a great way to spend a sunny day, with a number of stunning islands located in close proximity to Buka. There are a couple of beaches that are accessible for use (although it should be noted that beaches still require permission for access in Bougainville). Many volunteers get involved in the wider community, through sport, church, or small projects.

Infrastructure in Buka continues to improve with each passing year. Currently there are three different mobile network providers, all offering reliable, fast, and reasonably priced service. The town power in Buka comes from diesel generators, and blackouts still can occur but are become less frequent.

The BACTA office is located at the western end of Buka town, roughly 2km from the VSA volunteer accommodation. Taking local buses are a safe and reliable option to get to the office. The office space is tidy and professional, with the team taking pride in displaying their publications and cultural pieces from across Bougainville. While the BACTA team is based in Buka, they often travel out to other parts of Bougainville for events, which presents a great opportunity for a volunteer to join and see more of the region.

### Appendix 3: Map of the Autonomous Region of Bou

