

VSA Assignment Description

Assignment Title	Digital Resources & Enhanced Academic Learning Assistant
Assignment Modality	Univol (In-Country)
Assignment Number	42159
Country	Papua New Guinea (PNG)
Location	Kokopo, East New Britain
Partner Organisation	St Peter Chanel Catholic College of Secondary Teacher Education (Ulapia)
Duration	9-10 Months
Sustainable Development Goals	

1. Partner Organisation Overview

The St. Peter Chanel Catholic College of Secondary Teacher Education is a newly established teachers' training institution and is part of the Catholic Archdiocese of Rabaul. The St Peter Chanel Catholic College of Secondary Teacher Education (the "College") was established to help address the chronic shortages in secondary school teachers for science and mathematics. Since its establishment, the College has gone from strength to strength and continues to contribute to PNG's ability to meet the shortage of trained teachers. The College strives to ensure that graduated teachers are well-prepared to meet the demands of teaching science and mathematics pedagogies in secondary schools and have the requisite skills and knowledge to meet the needs of diverse learners.

2. Assignment Overview

The D-REAL (Digital Resources & Enhanced Academic Learning) Assistant plays a key role in promoting student academic success by enhancing the use of digital learning resources and supporting academic skill development. In this volunteer role, the individual will work closely with faculty and staff to implement educational technologies, strengthen academic skills, and assist students in building essential digital literacy and academic English language proficiency. This opportunity is ideal for someone who is motivated, proactive, and a self-starter—passionate about using technology to improve learning outcomes and help students thrive in a digital academic environment.

3. Goal/Outcomes/Outputs

Goal

The goal of the D-REAL (Digital Resources & Enhanced Academic Learning Assistant) role is to enhance students' academic success by utilising digital technologies and resources to support the development of academic and digital literacy skills, foster effective use of academic tools, and improve students' performance and overall learning experience in both physical and digital learning environments.

Outcome 1

Students will become more confident, independent learners with improved academic performance, stronger digital and academic literacy, and greater ability to navigate tertiary-level study across both physical and digital learning environments.

Student Support and Academic Skills Enhancement: Working collaboratively with teaching and library staff:

- Provide one-on-one and group support for students in developing critical academic skills, including research, writing, and time management.
- Offer guidance in improving academic English proficiency, including writing, reading comprehension, and oral communication skills.
- Support students in building digital literacy skills, including navigating online research tools, creating presentations, and using academic software.

Outcome 2

The integration and ongoing support of digital resources contribute to a more innovative, accessible, and responsive learning environment that supports academic excellence and digital capability development.

Digital Teaching and Learning Resource Management:

- Work closely with faculty to identify students' needs related to academic learning and digital literacy.
- Assist faculty in the design and delivery of digital content, including instructional materials and assignments.
- Assist in the integration and utilisation of digital learning tools, platforms, and technologies to enhance student learning.
- Help train and mentor students on the effective use of digital tools and resources to support academic success.

4. Reporting, Working Relationships and Capacity Building

The volunteer will work alongside faculty staff and trainee teachers on a day-to-day basis and report to the Head of the relevant Department. The volunteer will contribute to capacity strengthening and knowledge management through training, upskilling, mentoring, coaching, knowledge sharing, and experiential learning. The volunteer and St. Peter Chanel Catholic College of Secondary Teacher Education 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

- Bachelor's degree in Education, Information Technology, Digital Media, or a related field
- Demonstrated sound academic research and writing skills.
- Strong familiarity with online learning platforms, digital resources, and academic software
- Excellent communication skills and an ability to communicate well with staff and trainee teachers.
- Ability to effectively explain concepts or ideas clearly and understandably.
- Experience using information and communications technology for academic purposes.
- Knowledge of academic writing, digital literacy, and strategies for supporting students in diverse learning environments
- Ability to help others learn through coaching or mentoring.

Desirable

- Experience visiting or living in one of the Pacific island countries.

Personal Specifications

Essential

- Ability to work unsupervised.
- Effective time management.
- Patience, tolerance, empathy, and flexibility.
- A preparedness to work with limited resources within a challenging environment.

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 <https://vsa.org.nz/our-work/countryregion/papua-new-guinea/>

8. Living and Working Situation

Furnished accommodation will be provided to the volunteer. Located within the suburbs of Kokopo, the distance between the College and the volunteer's accommodation is about 5-10 minutes by bus. Volunteers may be asked to share accommodation depending on the situation.

There is a designated space in the English department office for the volunteer. The College will provide basic office equipment and resources including printer, stationery, and internet access. The College's staff bus picks up and drops off staff and volunteers each working day.

Additional Information

UniVol Assignment

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

Partners or dependent children cannot accompany UniVols.

Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers 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 PGK 2100.

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.