

VSA Assignment Description

Assignment Title	Record Management Adviser
Assignment Modality	Standard in-country
Assignment Number	42177
Country	Solomon Islands
Location	Gizo, Western Province
Partner Organisation	Western Provincial Government
Duration	12 months
Sustainable Development Goals	

1. Partner Organisation Overview

The Western Province is the largest of the nine provinces of Solomon Islands and is renowned for its beautiful tropical islands and world class diving and snorkelling locations. Beautiful coral reefs, WWII wrecks, eco-tourism lodges and headhunting shrines are other attractions in the province that makes it the biggest tourist destination outside of Honiara.

The Western Provincial Government (WPG) has been operating since 1978 when the country became independent. The province has its own Provincial Government Administration head by a Clerk. The role of the WPG is to develop the province, particularly rural areas. Planning is an important part of the WPG's activities as this helps to ensure that development occurs in a considered manner.

WPG has a Lands Division that is responsible management of land in Western Province and ensuring that records are kept on title, ownership, leases and any other relevant information.

2. Assignment Overview

WPG is seeking a volunteer who will support them with record management. Staff would like to ensure that current records are entered into an electronic database to ensure that all records are in a central record management system. Work involved includes designing templates, scanning, digitising, linking folders and documents that complement each other, and ensuring there is room for growth in whatever system is used.

3. Goal/Outcomes/Outputs

Goal

The Lands Division of Western Provincial Government has an online record management system.

Outcome 1

The permanent secretary and staff of the lands division are making decisions on the proposed record management system.

Working alongside the Chief Lands Officer and other staff:

- Gain knowledge and understanding of how and why records are managed manually;
- Familiarise self with current filing system and relationship between different kinds of land records and identify challenges/gaps;
- Conduct research into no to low-cost software that can be used to achieve the division's aspirations and needs; and
- Provide oral and written recommendations to staff on work plan to create and start using a record management system.

Outcome 2

The lands division staff are digitising files and transferring data to the electronic record management system.

- Establish a record management system and facilitate access to records while ensuring the protection of sensitive documents;
- Develop and enforce records retention schedules to comply with legal and WPG policies;
- Manage the creation, receipt, maintenance, use, and disposition of records, capturing evidence of lands division activities;
- Train staff in the use of the record management system; and
- Implement and oversee electronic and physical filing systems for accurate storage and retrieval of records.

Outcome 3

Staff in the lands division are being mentored and coached as they implement the new system.

- Provide ongoing mentoring and coaching of staff on use of the different aspects of record management; and
- Ensure all staff have access to the right areas of the system and that where appropriate there is segregation of duties.

4. Reporting, Working Relationships and Capacity Building

The volunteer will identify the strengths of staff in the Lands Division and work with relevant staff to provide training, coaching and mentoring to other staff. The volunteer will find ways of developing capacity of staff on particular aspects of their work in record management, and ensure they have knowledge of broader record management work so that they can provide support to each other during staff absences.

The volunteer will report directly to the Chief Lands Officer and will be accountable to the Provincial Secretary. On a day-to-day basis, the volunteer will predominately work with all staff in the Lands Division.

The volunteer and Western Provincial Government 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

- At least three years' experience in the use of record management systems
- Experience moving from paper-based to electronic-based filing systems
- Attention to detail and organizational skills to manage various records effectively

Desirable

- Experience working in a Melanesian or Pacific context
- Knowledge of legal requirements and good practice in record management
- Experience developing record management systems
- Experience working in lands office and using record management systems
- Experience with online mapping
- Ability to find no- to low-cost solutions
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Personal Specifications

Essential

- Willing to learn and speak Solomon Islands Pidgin
- Ability to live and work in an environment where internet services may not always be reliable
- Friendly and able to cope with living in rural areas
- Be willing to travel by fibreglass boats with outboard motors
- Be able to cope with the SI weather
- Flexible
- Results-oriented
- Creative

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

Honiara is the business centre of Solomon Islands and as such is a melting pot for people from all the island groups that make up the diverse nation. A hot and dusty place, Honiara offers most facilities albeit in a rudimentary form. The main international airport is in Honiara.

Gizo is the capital of Western Province and is the second largest town in Solomon Islands. It is located on Ghizo Island and is west-northwest of Honiara. It is a five-minute boat ride from Nusatupe where the airplane landing strip is located.

Gizo has a population of just over 7,000 residents. It is a tourism centre with diving and surfing being popular activities. There is a thriving market where you can buy fresh fruit, vegetables and seafood every day. You are strongly encouraged to build relationships in the local community and socialise with Solomon Islanders at every opportunity, as this will enrich your experience of living in Solomon Islands.

VSA will provide basic, furnished accommodation with gas facilities for cooking. You will have access to power (although power outages can occur), phone, internet, piped water, a few restaurants, a few shops and a few expatriates. Public transport is relatively cheap.

Most volunteers feel safe in Solomon Islands, but it is important to know the risks and take personal responsibility for your safety. As in many countries, foreigners tend to be the target of petty crime, so always be alert and take precautions. In general, there are no problems moving around in Gizo.

For more information, see <https://vsa.org.nz/what-we-do/countryregion/solomon-islands/>.

8. Living and Working Situation

Gizo office is close to the Police Station, hospital and near the main wharf. Shopping area is about a five-minute walk from the office. BSP bank is available on working days. Western Union is also available. There are only two or three licensed restaurants in Gizo but other resorts within proximity offer restaurants as well.

The volunteer will work in an open plan office with the six staff of the lands division. The office has fans and airconditioned. A desk and work area will be assigned to the volunteer.

CHECK LENGTH OF TIME BEFORE FINALISING. INFO BELOW IS FOR 12 MONTHS.

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

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. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a location grant for rest and recuperation (R & R) purposes. 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 SBD 7,500.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. For security purposes volunteers in Honiara should expect 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.