

VSA Assignment Description

Assignment Title	Donor and Partnerships Advisor (FIJ 42153)
Assignment Modality	Standard
Assignment Number	42153
Country	Fiji
Location	Fiji
Partner Organisation	Pacific Tourism Organisation
Duration	12 months

Sustainable Development Goals



1. Partner Organisation Overview

SPTO is based in Suva and was established in 1983 as the Tourism Council of the South Pacific Fiji. It has the following 20 Pacific Island government members: American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, Marshall Islands, New Caledonia, Niue, Papua New Guinea, Rapa Nui, Samoa, Solomon Islands, Timor Leste, Tonga, Tokelau, Tuvalu, Vanuatu, and Wallis & Futuna.

SPTO faces significant challenges in terms of human and financial resource constraints to effectively serve its 20 member countries. As the organisation transitions from its existing Strategic Plan to a new plan for 2025-2029, there is a critical need to diversify funding base and enhance donor and partnership coordination. This is a new strategic focus area that has emerged from recent consultations with members in preparation for the upcoming planning cycle.

This transition will necessitate substantial modifications to key roles and organizational strategies related to service delivery. Considering the high demand placed on the small team and the fact that most senior management members have been with the organization for less than two years, the provision of additional advisory support is critical.

2. Assignment Overview

The VSA volunteer will play a vital role in supporting the Executive Team and the four core teams—Marketing, Research and Statistics, Sustainable Tourism, and Finance and Operations—during this transition. This assignment is instrumental in enhancing SPTO's capacity to develop and implement a comprehensive plan for improved donor and partner coordination, ensuring alignment at both strategic and operational levels. One of SPTO's key objectives is to empower sustainable tourism by increasing engagement and support from partners, stakeholders, and donors. This goal can be achieved through innovative strategies aimed at enhancing donor engagement and portfolios.

The VSA volunteer will assist in creating a robust implementation plan for donor and partnership coordination and will contribute to key proposals by mentoring and building the capacity of SPTO staff in project proposal writing. This support will help secure funding to implement the Pacific Sustainable Tourism Policy Framework, SPTO Digital Strategy, and Pacific Tourism Statistics Strategy. Additionally, the volunteer will aid SPTO in initiating resource mobilization efforts to execute the new strategic plan for 2025-2029. These initiatives directly align with the priorities outlined in SPTO's upcoming strategic plan and its three key strategies.

3. Goal/Outcomes/Outputs

Goal

- Increased engagement with and support from partners and stakeholders, resulting in long term and well-integrated project proposals that align and support the implementation of the SPTO Strategic Plan 2025-2029 development partner and partnership framework, leading to enhanced Development partner engagement and portfolios, supporting the funding gaps of SPTO's priority areas in the Pacific Sustainable Tourism Policy Framework, SPTO Digital Strategy and Pacific Tourism Statistics Strategy.
- Increased capacity for SPTO to manage resource mobilisation and partnerships

Outcome 1

SPTO's staff have enhanced capability to strategically prioritise and maintain partnerships with development partners and stakeholders.

Working alongside management and relevant staff, the volunteer will:

- Gain familiarity with the work of SPTO; particularly recent and current development partner funded projects.
- Understand SPTO's strategy and current partnerships and identify gaps in SPTO's strategic approaches.
- Work closely with the CEO and management team to identify key long-term projects.
- Support and provide advice on the implementation of the development partner and partner framework.
- Plan, consult and socialise strategic plan implementation with development partners to engage support.

Outcome 2

SPTO's staff prepare and submit high-quality project funding proposals that are impact-focused, well-written, compelling, persuasive, and compliant with development partner's requirements.

Working alongside staff, the volunteer will:

- Support the preparation, development (including storyboarding, writing and colour team reviews), and submission of high-quality project grant proposals for short and particularly long-term integrated projects.
- Collaboratively and iteratively work with staff and stakeholders to ensure that final proposal submissions meet or exceed development partners' requirements.
- Assist with reviewing and analysing development partners' feedback to ensure timely and concise responses to their questions and feedback.

4. Reporting, Working Relationships and Capacity Building

Capacity building will be supported through the delivery of external and internal training workshops, hands on mentoring & capacity building of staff; development of supporting resources such as toolkits for development partner and partnership coordination, proposal writing, review of existing systems and processes for project development, implementation and monitoring,

evaluation and learning as well as targeted support to countries particularly the Small Island States and Territories.

The volunteer will work closely with the management team to facilitate capacity transfer and test the sustainability of capability products. The volunteer will report directly to the Manager for Executive Support and Special Projects and will be accountable to the Chief Executive Officer. On a day-to-day basis, the volunteer will predominately work with the Manager for Executive Support and Special Projects, Marketing Manager, Research and Statistics Manager, Sustainable Tourism Manager, Finance and Operations Manager.

The volunteer and SPTO 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

- Has minimum 5+ years' experience in development and management of development partner engagement
- Demonstrates experience in proposal development and resource mobilisation
- Demonstrates experience in training on tourism, research, or climate resilience
- Demonstrates experience working with key development partners and institutions, including: ADB, DFAT, USAID, World Bank, NZMFAT, UN agencies, and CROP agencies
- Demonstrates excellent communication skills, both written and verbal
- Demonstrates strong project management skills with the ability to train and mentor others

Desirable

- Has a strong network of development partners and philanthropists
- Knowledge of climate finance, compliance, and Pacific SIDS aid policies
- Experience working in Pacific Island countries

Personal Specifications

Essential

- Professional, flexible, and driven, with a strong sense of integrity and loyalty
- Firm yet respectful, with the ability to collaborate across multi-cultural environments
- Respectful of Pacific cultural protocols
- Able to work independently and thrive as part of a team
- Honest, reliable, and committed to delivering high-quality results
- Naturally skilled at building and maintaining strong relationships

Desirable

- Good network of relevant partners in the Pacific, and with development partner agencies

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 Fiji, see <https://vsa.org.nz/our-work/countryregion/fiji>

8. Living and Working Situation

SPTO office is centrally located in the Suva CBD. The office location is close to amenities such as food courts and coffee shops. Taxis are available on request and never far away. The Volunteer will be provided with a workstation, a laptop computer and a screen. The city of Suva is generally safe and secure, as long as usual precautions are exercised. The office is also easily accessible via public transportation.

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. The volunteer will receive a monthly living allowance of FJD 1,520.

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.