



# VSA Assignment Description

<b>Assignment Title</b>	Tourism Assistant
<b>Assignment Modality</b>	UniVol Assignment
<b>Assignment Number</b>	42170
<b>Country</b>	Autonomous Region of Bougainville, Papua New Guinea
<b>Location</b>	Buka
<b>Partner Organisation</b>	Bougainville Arts, Culture, and Tourism Authority (BACTA)  (Under the Autonomous Bougainville Government Department of Commerce, Trade, Industry and Economic Development)
<b>Duration</b>	10 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

With BACTA still in the early stages of operation, gathering and interpreting data on tourism in Bougainville is crucial to informing future policy and planning. Currently BACTA lacks mechanisms to gather tourism data for Bougainville, both in regards to tourists coming into Bougainville, but also with the sorts of tourism products and infrastructure that exists in Bougainville. Accurate data would mean the ABG is in the best possible position to form accurate policy and plans, but also to accurately market Bougainville tourism to the domestic and international market.

### 3. Goal/Outcomes/Outputs

#### Goal

BACTA is gathering, managing, and sharing accurate information on both; incoming tourists to Bougainville, and on the current tourism operations in Bougainville.

#### Outcome 1

BACTA gathers and manages accurate data for incoming domestic and international tourists into Bougainville.

#### Outputs:

- Work with staff to design an appropriate way to gather tourist data
- Assist staff to develop and maintain a database of tourism products, accommodation and transport providers for tourists visiting Bougainville
- Assist staff to produce statistics and annual reporting regarding tourists visiting Bougainville that can be used by the ABG & BACTA to make more informed decisions regarding tourism policy and investment.

#### Outcome 2

BACTA can provide current and reliable information to domestic and international tourists (and present it through their website and social media).

#### Outputs:

- Support staff with collecting and documenting accurate information about tourism operators, local sites, rituals and cultural ceremonies, and tourism activities within Bougainville
- Support staff in ensuring correct consultation and documentation is followed regarding all tourism sites
- Ensure that the Bougainville Tourism website (*upgraded to a new BACTA webpage*) contains accurate and current information, along with any relevant media content, and that staff are trained, and capable of managing the page
- Ensure that the Bougainville Tourism Facebook page is publishing high-quality and accurate information
- Support staff in developing print material to promote Bougainville tourism

#### Outcome 3

BACTA is undertaking awareness and engagement events with communities, tourism operators, and other key stakeholders within Bougainville, in order to maintain positive relationships.

- Support staff with planning and delivering community awareness events.
- Support staff in developing standard training content around tourism awareness and tourism standards
- Support staff in developing registration documentation for arts, cultural, and tourism groups and operators
- Support staff in engaging and work collaboratively with local tourism operators and tourism associations and other provincial tourism authorities

#### 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 Acting CEO of BACTA. On a day-to-day basis, the volunteer will predominately work with the website and ICT coordinator.

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 bachelor's degree in tourism or communications
- Competent with computer skills, including excel, database use, and website management
- Experience in undertaking data collection, data analysis, and the digital management of data.

###### Desirable

- Experience in tourism or hospitality
- Experience in training or mentoring
- Experience in managing social media
- Experience in planning and managing events (e.g. festivals and industry events)

##### Personal Specifications

###### Essential

- Community-minded, with a willingness to learn about, and respect Bougainvillean values and protocols
- Ability to work in a cross-cultural environment
- 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
- Willingness to travel to remote locations and work in rural environments

## Desirable

- Experience working and living in a developing country
- Experience working in a capacity building role

## 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

### Autonomous Region of Bougainville – Papua New Guinea

Bougainville is a warm and vibrant Autonomous Region within Papua New Guinea (PNG). It is the easternmost region of PNG and sits on the border with the Solomon Islands. Going back many decades, the region has a strong sense of identity and culture, that is distinct from other parts of PNG, and something that Bougainvillians are very proud of.

The region was been passed between colonial powers for many years, until being passed from the Australian-administered Territory of New Guinea, to the newly independent nation of Papua New Guinea in 1975. By this time the opencast copper and gold mine at Panguna has started operation, which was one of the largest in the world at the time. The mine quickly came to account for nearly half of PNG's export revenue, underlining the economic importance of Bougainville. However, the mine brought significant environmental and social issues that had not been seen in Bougainville before. By the late 1980s, what begun as a low-scale sabotage campaign to bring about dialogue on compensation for landowners, descended into a complete breakdown in law and order, accompanied by the closure of the mine. In the decade that followed, The Bougainville Crisis became complex in nature, with elements of internal conflict emerging alongside the desire for independence. The signing of the Peace Agreement in 2001 brought the conflict to an end, and in the years since Bougainville has been steadily rebuilding its public and private sectors.

While Bougainville does still have its challenges as it continues to recover from The Crisis, it provides a unique opportunity for dedicated and adventurous volunteers who are skilled in their respective fields to work alongside their local Bougainvillian counterparts to achieve locally-identified development goals. The region is rich in culture and is unbelievably beautiful, with volunteers finding ample opportunities to immerse themselves in all aspects of the local environment.

VSA has been working in Bougainville since 1998, when it entered into Arawa towards the end of the conflict. In the years since, VSA has supported local organisations across a range of sectors including health, education, agriculture, and tourism. VSA has built a strong reputation in Bougainville, and is committed to continuing to work in the region.

## 8. 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 than 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 becoming 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.

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## **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**

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. 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.