

# VSA Assignment Description

<b>Assignment title</b>	Organisational Development Adviser
<b>Country</b>	Kiribati
<b>Location</b>	Tarawa
<b>Partner organisation</b>	Teitoiningaina
<b>Duration</b>	1 year



Sustainable Development Goals

41365

## 1. Assignment goal

The newly funded Kiribati Health Champions (KHC) programme is operating sustainably and supports the long term strategic plan for the growth of Teitoiningaina.

## 2. Assignment outcomes

### Outcome 1

Teitoiningaina has strong, robust policies and systems in place.

#### Outputs

- Review the current policy documents and systems.
- Assist in the development of new policy and systems where required.

### Outcome 2

Staff have increased confidence and skills in organisational systems, processes and duties.

#### Outputs

- Mentor the staff in Administration, Finance, Procurement skills, Social Entrepreneurship.
- Conduct workshops with the Management Team to work more effectively in developing systems to support the organizations work.
- Identify opportunities for social entrepreneurship.

### Outcome 3

The organisation has functional operations, proactive management and office systems in place.

#### Outputs

- Review the staff structures with a view to making recommendations for effective operations and administration.
- Develop clear structures and information pathways which enhance the flow of information and productivity of the staff teams.
- Introduce new software where these can enhance the efficiency and effectiveness of the organization.
- Train staff in the new systems, processes and software/computer skills.



As needs on the ground may change over time, the volunteer is encouraged to review and update the assignment description on arrival and during the assignment in consultation with the partner organisation and VSA programme manager.

### 3. Reporting and working relationships

The volunteer will report directly to the Director of Teitoiningaina. The volunteer will work with Teitoiningaina staff (Council/Board, Project Manager, Director & Administrator), enumerators, and members.

The volunteer and Teitoiningaina will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice and personal support.

### 4. Capacity building

The volunteer will work with all staff including the management team who are responsible for Administration and Financial Management. Capacity building will be achieved through staff training, workshops and mentoring. Within the organisation, capacity building will occur through development and implementation of improved policy and systems. As part of Health Champions programme, the volunteer will also support capacity building for project administration, planning, M&E and research. The volunteer will also work with Youth Groups and explore creative opportunities to engage youth in ways that will lead to behaviour change.

### 5. Person specifications (professional)

#### Essential

- Understanding of small business operations across the full range of corporate functions, e.g. Finance, HR, procurement, knowledge management, IT, risk management.
- Ability to understand and analyse what business and communication systems are appropriate for work environment
- Ability to design and integrate administration/communication systems to complement and improve those already in place
- Strong communication and mentoring skills

#### Desirable

- Business or NPO Management qualification
- NGO senior management experience
- Have a good understanding of business growth and development from a social entrepreneurship perspective.

### 6. Person specifications (personal)

#### Essential

- Proactive with a strong work ethic and high degree of commitment
- Capacity to implement change in a harmonious way
- Organised and efficient
- Interest and awareness of community development
- Practical
- Creative in terms of their approach to mentoring the local staff
- Patient



## Desirable

- Neutral religious attitude – not drawn into religious perspectives

## Additional information

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### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

### Partner organisation

The volunteer's partner organisation will be Teitoiningaina.

### 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.

### Vulnerable Children 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 Vulnerable Children 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. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For two year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. 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, for up to a maximum of 24 months.
4. The volunteer will receive a monthly living allowance of AUD\$1,080.



5. A location grant of NZD\$2000 will be paid after each four months of service. For this assignment this will be paid at four and eight months.

- **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 prior to departure.**

#### **Attachments**

**Appendix 1: Background to the assignment**

**Appendix 2: Living situation**

**Appendix 3: Kiribati**



## Appendix 1: Background to the Assignment

### Assignment focus

The Kiribati Health Champions (KHC) programme is a four year (2017-2020) New Zealand Partnerships Funded initiative that is implemented by the Caritas Aotearoa New Zealand with developing partner organizations – Diocese of Tarawa and Nauru. The KHC program has the overall goal for I-Kiribati people to live healthy lives. The four-year activity is based on inter-connected components – sustainable diet research; nutrition leadership training; auctioning health promotion; and capability strengthening.

The programme focuses on training up a group of local women and youth to become Health Champions. Many women are aware of the importance of a balanced diet but have limited money and land to buy or grow food for their families. They rely on imported food that has limited nutritional value – like white rice, sugar, white flour and packet noodles. Kiribati people love seafood and buy fish (which is expensive) or collect shellfish from the lagoon to eat. The sandy soil has limited nutrients which makes it difficult to grow gardens and means that vegetables are limited and expensive. This is combined with limited knowledge about how to cook vegetables in a way that means that they are still tasty. The lack of good food is also due to a lack of money in the household which is partly due to the limited employment opportunities in Kiribati.

Improving the financial literacy of women is one way to help improve the well-being of the family. Health Champions will focus on promoting healthy lifestyle practices in practical ways and will share mitigation measures and hygiene practices through their health promotion activities. Communities in South Tarawa, and a number of outer islands will benefit from the health and well-being programme over the next four years.

A new Project Manager for the KHC programme was recruited and is based at Teitoiningaina. An Administrator will be recruited at a later stage. The KHC programme and new staff face the following challenges:

- Limited capacity in the office, lack of computer skills (including Diocese Office)
- The need for reporting and M&E templates for a new programme
- Research skills
- Assistance for the youth to develop work plans and proposals in line with their strategic plan
- Systems development
- Fundraising strategies
- Business development including social entrepreneurship

### Partner organisation

Teitoiningaina is the National Catholic Women's Organisation with over 35,000 members.

Their focus is:

- Empowering & equipping women to manage their roles as wives, mothers, single parents, community and church members.
- Reducing poverty, promoting food security and building climate change resilience
- Supporting & sustaining Christian living, peace and stability in the family, the community and society.

### Working situation

The volunteer will be based in Teoraereke at the Teitoiningaina Diocese office. The volunteer will be required to travel to other churches in South Tarawa. The office is open plan office with floor and ceiling fans. It has tables and chairs, desk and computers. A flush toilet is available. The office is only two kilometres from the volunteer housing community but local buses can be used to get there.



## Appendix 2: Living Situation

### South Tarawa

Tarawa Atoll in the Gilbert group is the administrative centre of Kiribati. It is divided into North and South Tarawa, with the majority of services and population located in the south. South Tarawa is very densely populated, with 6,000 people per square kilometre. The area consists of small islets, from Betio in the west, to Bonriki in the east, connected by causeways along the South Tarawa road.

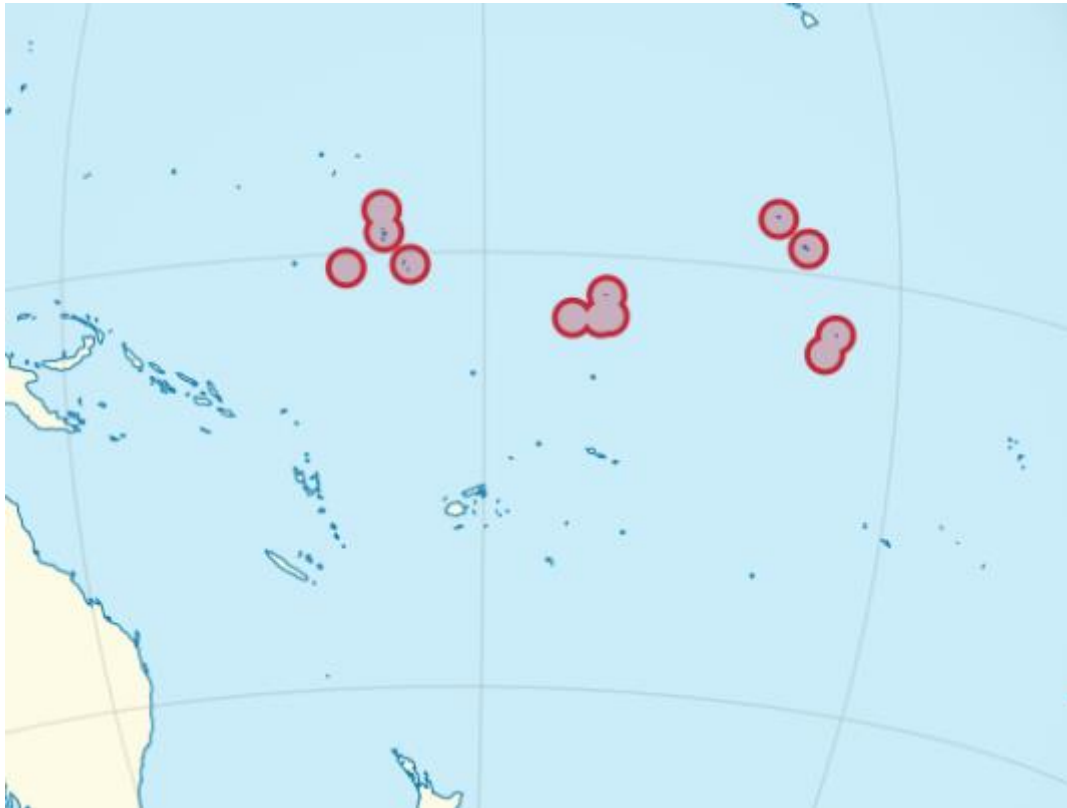
Tarawa has two hospitals, the Tungaru Central Hospital and Betio Hospital, a few health clinics and a medical clinic at the Marine Training Centre (MTC) which volunteers can access. There are a number of supermarkets but supplies of foreign goods are dependent on irregular shipping services and infrequent airfreight for fresh produce. Computer, internet and e-mail services are available at local internet cafés and motels. Kiribati uses the Australian Dollar and long-term volunteers usually open an account with ANZ Kiribati.

Life is generally relaxed but the density of people in Betio can mean a buzz of noise and activity. Kava bars and a few 'nightclubs' tend to be very loud. Music and dance are important aspects of Kiribati culture. Limited space in South Tarawa means limited room to play sports but football, volleyball and basketball as well as traditional I-Kiribati games are played.

The weather in South Tarawa is hot and humid all year round. It has high average rainfalls that can sometimes be unpredictable and can mean many months with almost no rain during the dry season. South Tarawa is prone to flooding and this is often exacerbated by poor irrigation and infrastructure. While outside the cyclone belt, Tarawa can still experience the tail-end effects of cyclones.



### Appendix 3: Kiribati



Map courtesy of Wikipedia.org

The Republic of Kiribati (pronounced “kee-ree-bus”) became independent in 1979. It has the largest sea-to-land ratio in the world with only 810 square kilometres of land spread over a staggering 3.5 million square kilometres of the Pacific. With a population of approximately 105,711 (2015 estimate), population density is extremely high with 137 people per square kilometre compared to around 45 worldwide.

Traditionally, power in Kiribati was exercised by the councils of older men, or the *unimwane*. They remain a powerful force and continue to exert a significant influence on the selection of parliamentary candidates. This can place pressure on elected representatives to put local interests ahead of national interests.

The role of women in Kiribati is still very much influenced by tradition with limited participation in political activities. Women continue to do all domestic work. Although girls comprise 78% of primary school enrolments, they only account for 47% for secondary enrolments. Within the public sector, only 9.5% of senior administrative positions are held by women. Furthermore, whilst women represent 60% of the country’s teaching force, only 3% of school principals are women.

Relationships are the core of Kiribati culture and the family is the central point for education and learning – ranging from techniques for fishing and house building, weaving, cooking and preserving food, traditional medicine, black magic and land management. In most households, there will be resident children who are not born of the parents of the household, but who have come to live with them for one of a range of practical reasons. Children in Kiribati are the community’s responsibility, and it is not uncommon for the closest adult to admonish a child for misbehaviour.

Because the communal extended family is the foundation of Kiribati society, the concept of privacy differs greatly from Western society. I-Kiribati are not used to people preferring to spend some time alone, and they may consider that if you are living by yourself you must be lonely and in need of company.



The *maneaba* (community house) is traditionally the centre of community life in Kiribati and still plays an important part in today's society. This is where community discussions, council meetings and celebrations take place, and where important decisions are made.

The majority of the population of Kiribati live in traditional village settings. Village life is strongly orientated around the extended family and the *unimane* and *unaine* (old women), who continue to play a prominent role in society. Eating, singing and traditional dancing are an important part of I-Kiribati culture and nearly every village has a *maneaba* where people gather for a *botaki* (party). I-Kiribati are generally friendly and courteous to foreigners and are likely to extend invitations to weddings and birthdays.

Although health indicators have improved in recent years Kiribati continues to see the highest infant mortality rate in the Pacific, low life expectancy and a high incidence of nutrition related non-communicable diseases. Tuberculosis is a serious health problem and there are regular outbreaks of dengue fever and occasional cases of leprosy and typhoid.

Forty percent of the population of Kiribati is under the age of 15. As in other Pacific nations, Kiribati has begun to see adolescent reproductive health issues, substance abuse, juvenile offences and increased cases of youth suicide.

Kiribati is in the category of least developed countries. It has few natural resources, with the majority of its economy based on the subsistence lifestyle of its people. Eighty per cent of the population survives through fishing. A feature of the Kiribati economy is the large divergence between the balance of trade and the balance of payments. Although exports account for 25% of the cost of imports, the balance of payments is favourable due to transfers on accounts of overseas investments, repatriation of earnings and fishing license fees.

Religion plays a very important part in the everyday lives of the I-Kiribati and the church is very active in education and social issues. I-Kiribati contribute a large amount of money (especially considering their small income) to religious causes. Each village has one or more churches and villagers are expected to attend church and other church related activities.

**For more information on Kiribati, see:**

Government tourism website: <http://kiribatitourism.gov.ki/>

Economic overview: <http://data.worldbank.org/country/kiribati>

New Zealand Aid in Kiribati: <https://www.mfat.govt.nz/en/aid-and-development/our-work-in-the-pacific/kiribati/>

**General Security**

Volunteers are required to be security conscious and adhere to the advice of their partner organisations, VSA and the NZ Embassy in Tarawa on security matters. If there is a major emergency or should security deteriorate, VSA has established evacuation procedures and volunteers will be fully supported by staff in Wellington. VSA staff will go through security measures with the volunteer and develop an individual security plan.

