Australian Volunteers Program

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Organisational Development Officer

Fiji

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS

Assignment title	Organisational Development Officer		
Partner Organisation	Northern Charity Alliance (NCA)		
Location	*Labasa Town,Fiji*		
Website of Partner Organisation	NA		
Duration of assignment	12 Weeks	Start date	9/08/2021
Type of assignment	Remote	Australian Organisation	N/A
Time commitment	Part-time (less than 25 hours per week)		
	(Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

NCA was formed in 2011 and was registered as the charitable trust in December,2012.
 The aim of NCA is to help achieve citizen and Corporate social responsibility in partnership with the public,people and private sectors in Fiji and Overseas which will meet the needs of society in accordance with the principle of social justice,equal opportunity,respect for human dignity and social ventures,which will enable individuals to lead a satisfying and purposeful life.

What are your long term aims and vision for Fiji?

NCA's 5 major focus area are:
1 .Education
2. Health &Sanitation
3. Housing
4. DRR
5. Poverty Alleviation

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ASSIGNMENT DETAILS

Assignment overview

The organisation has requested the support of Australian Volunteer for an Organisational Development Officer to develop policies that is needed for an organisation to review exisiting policies to develop organisation structures in line with organisation TOR and to train Staff and Board members with its policies While the organisation is geared to developing and raising the visibility and interest of the sport in the country – it also has identified the need to develop and strengthen the organisations processes and procedures through sound policies as these an essential component of any organisation. The organisation seeks the support of a qualified and skilled volunteer to provide the organisation with the support to review its processes and procedures and through proper consultations – work towards strengthening internal controls and promote good governance and accountability. The role will also work closely with the Operating Officer in translating these policies into practice. Equally important to this function is the facilitation of planning strategies to execute activities and programs of the organisation in an effective and timely manner.

Assignment objectives

To review Policies and Procedures and upon consultations for the purpose of making amendments and develop sections for relevance

To support the team developing organisation policies Plan and Facilitate planning meetings to strengthen the organisation's approach in executing programs and activities

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Coordinate and participate in the policy review and making consultative processes;

Advise on improvements which may be necessary to ensure efficiency in policy making and implementation;

Provide advice on a wide range of HR and organisational policy issues;

Prepare and where necessary, provide a quality control review function involving review and provision of guidance with respect to relevance and accuracy of content of policy documents for presentation to meetings and for engagements locally and internally;

Provide such support as required by the Chief Operating Officer in areas which affects policies of BF;

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Selection criteria

Relevant Degree in Strengthening Organisation Systerm	
Demonstrated experience in developing organisation policy systerm and process	
Effective internal and external networking capacities (with government,Donors and other NGOs)	
Tertiary qualification or equivalent working experience in Law, Policy Review, Communication and/or related field;	
Relevant practical experience in the development and implementation of institutional frameworks and systems; vi Strong leadership and administration skills;	

Desirable skills, language and experience
Strong leadership and administration skills;
presentation and public speaking skills;
Ability to manage a diverse team and partner relationships;

Line Manager	Tevita Tokalauvere - Excutive officer ,NCA
Staff Supervision	No
Working relationships	*Please provide any additional details. This cell does not auto-update from PRF.*
Hours and days of work	N/A
Leave	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
Professional indemnity insurance (Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	*No - This assignment is not deemed to require professional indemnity insurance* The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: https://www.australianvolunteers.com/volunteering/lifestyle-and-support/

Living allowance	$30 AUD
	The allowance levels are based on the cost of living in the host country location and are listed in $AUD. Allowances will be reviewed periodically and may increase or decrease.
Accommodation allowance	
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and
	https://www.australianvolunteers.com/countries/fiji	

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Political or faith-based activities	The Australian Volunteers Program supports partner organisations to achieve their development

objectives. It does not engage in or support any evangelical activities and is not linked to any

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

https://www.australianvolunteers.com/volunteering/how-it-works

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:
 • If they want their same-sex partner to accompany them on assignment.
 • If they want their partner, to whom they are not legally married, to accompany them on assignment.
 • If they want their child(ren) to accompany them on assignment.
 • If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.
(Delete any that do not apply)