

Data Hub Specialist

National Council for Persons with Disabilities, Fiji

Assignment title	Data Hub Specialist		
Partner organisation	National Council for Persons with Disabilities		
Location	Fiji	Suva	
Type of assignment	In-country Assignment		
Duration of assignment	9 months		
Assignment phases	Phase	Mode	Duration
	1	In-Country	9 months
Proposed start date	27 April 2026		
Website	N/A		
Australian organisation:	DFAT		

ABOUT THE PARTNER ORGANISATION

The National Council for Persons with Disabilities is committed to upholding the rights and wellbeing of persons with disabilities in accordance with national legislation and global commitments, including the Convention on the Rights of Persons with Disabilities (CRPD).

With the launch of the Fiji Disability Policy 2025-2035, NCPD recognizes the need for a robust, inclusive and measurable strategic framework and Data Hub that translates these national aspirations into concrete, community-level outcomes.

ABOUT THE ASSIGNMENT

We are seeking for a volunteer to assist NCPD with the establishment of a Data Hub that will translate the national aspirations of the Fiji Disability Policy 2025-2035 into concrete, community level, outcomes. The establishment of a Disability Data Hub containing disaggregated data that will align to the 13 thematic priorities of the Fiji National Disability Policy 2025-2035, and to build the internal capacity of the council’s data analysis team.

There is limited capacity within the country to be able to cover this important work, and if there is capacity, many are currently engaged in other arrangements.

Local expertise in this field is very low. Experienced personnel would be important for this assignment to secure a knowledgeable and experienced strategic planner.

Outcomes Expected:

- Disability Data Hub framework and platform developed
- Council staff trained in data collection, analysis, and reporting
- A functioning system with baseline datasets under at least 5 thematic areas
- A final report with sustainability roadmap

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of NCPD to support the below objectives:

Assignment objectives	Proposed activities
<p>In-Country Phase Objective: System Setup and Tool Development</p>	<ul style="list-style-type: none"> • Support IT/Technical team in developing a simple digital data management system (excel-based or cloud-hosted depending on resources) • Design user-friendly data collection templates and dashboards • Test pilot data entry processes and recommend adjustments • Draft SOPs/manual for internal use
<p>In-Country Phase Objective: Data collection, consolidation, and finalization</p>	<ul style="list-style-type: none"> • Facilitate initial data collection in partnership with sector agencies (e.g., MOHMS, Education, Municipal Councils) • Begin entry and cleaning of existing datasets into the Data Hub • Analyze trends in at least 3 priority thematic areas • Develop draft baseline report and visualizations • Finalize and launch the disability data hub for internal use • Develop a sustainability and data governance plan • Submit final volunteer report and recommendations • Conduct a review session with stakeholders

	<ul style="list-style-type: none"> Hand over all tools, templates, and training materials
In-Country Phase Objective: Capacity Support	<ul style="list-style-type: none"> Conduct training workshops for council staff on data entry and validation, use of dashboards, data analysis and reporting, provide one-on-one mentoring for data team, support integration of data from relevant government and NGO sources
Inclusion objective and proposed activity	
<p>The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups).</p> <p>The volunteer will work alongside members of NCPD to:</p> <ul style="list-style-type: none"> Supporting and strengthening the capacity of council staff in inclusive planning and monitoring processes 	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
<ul style="list-style-type: none"> A bachelor’s degree or higher in Information Technology and/or Data management 10+ years working experience in Information Technology and/or Data management 	<ul style="list-style-type: none"> Postgraduate certification or diploma in Cybersecurity, Database Administration, or Information Systems. Industry-recognized certifications such as Microsoft Certified: Azure Data Engineer Associate, CompTIA Security+, or Certified Data Management Professional (CDMP).

Knowledge and experience

Essential	Desirable
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<ul style="list-style-type: none"> • Strong analytical and communication skills • Strong knowledge of data management systems and conducting assessments on IT systems (design, evaluation, monitoring and control) • Strong report writing and drafting skills 	<ul style="list-style-type: none"> • Able to adapt to Pacific societal and work cultures. Flexibility will be essential. • Be able to multi-task and be aware of the organizational strategic alignment, mission, vision and service provision. • Be able to be creative and think outside the box when it comes to IT diagnostics and implementation.
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Following the Program’s values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. 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.

Line Manager: Jone Robanakadavu

Working relationships: Line Manager

Hours and days of work:

In-country phase
Full time

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.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

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.

LIFE 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 including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: <https://www.australianvolunteers.com/countries/fiji> and <https://www.dfat.gov.au/geo/fiji>

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 accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- 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.