

Administration Mentor

Ministry of Women Youth Sport and Social Affairs , Kiribati

Assignment title	Administration Mentor		
Partner organisation	Ministry of Women Youth Sport and Social Affairs		
Location	Kiribati	Bairiki, Tarawa	
Type of assignment	In-country Assignment		
Duration of assignment	12 months		
Assignment phases	Phase	Mode	Duration
	1	In-Country	12 months
Proposed start date	27 July 2026		
Website	https://www.facebook.com/mwyssaKiribati/		
Australian organisation:	No Australian organisation linked to this assignment		

ABOUT THE PARTNER ORGANISATION

The Ministry of Women, Youth and Social Affairs (MWYSSA) was mandated to advance gender equality, disability equity and rights, youth development and empowerment, sports and recreation development, community development and non-government organizations (NGOs), social welfare, and social protection, across Kiribati. The ministry has a total of eighty (80) staff to help support the operation of the ministry to achieve its objectives. The Ministry's vision, mission, goals, and strategic priorities provide a framework for directing the Ministry's efforts and resources towards transformational change in the lives of I-Kiribati citizens, particularly the most vulnerable and marginalized.

Building a partnership with the Australian Volunteers Program is significant as it will offer support to the Ministry to build capacity in order to improve service delivery.

ABOUT THE ASSIGNMENT

Given the Ministry's broad mandate across Kiribati the new administration team would benefit from targeted mentoring support. Key areas include strengthening administrative leadership, improving management systems, enhancing coordination between headquarters in South Tarawa and island councils, and supporting effective oversight and delivery of programs across priority sectors.

The volunteer could also support the streamlining of processes to meet international standards in the field of sport, as well as youth development. This will ensure efficient operation within the ministry. A volunteer will also have the opportunity to build partnerships with the local community.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Ministry of Women Youth Sport and Social Affairs to support the below objectives:

Assignment objectives	Proposed activities
<p>In-Country Phase Objective: Administration team mentored</p>	<ul style="list-style-type: none"> • Work with the team to develop training resources to support them to improve service delivery. • Support the development of Operational procedures and guidelines for staff to refer to.
<p>In-Country Phase Objective: Policy and legislative framework supported.</p>	<ul style="list-style-type: none"> • Work with the team to review the Kiribati Sport Authority Act.
<p>In-Country Phase Objective: M&E framework set up and supported.</p>	<ul style="list-style-type: none"> • Work with the team to set up an M&E framework to monitor the overall progress of the Ministry towards the Government manifesto. • Capacity strengthen the team with training on M&E.
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 Ministry of Women Youth Sport and Social Affairs to:</p> <ul style="list-style-type: none"> • Ensure all people the Ministry interacts with are offered inclusivity. 	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Bachelor’s degree in Public Administration, Business Administration, Management, Public Policy, or a related field. 	<ul style="list-style-type: none"> • A postgraduate qualification (e.g., master’s in public administration or public policy) is highly desirable.

Knowledge and experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience working with government ministries or development programs. • Strong understanding of public service delivery and administrative reform. 	<ul style="list-style-type: none"> • Ability to support system improvement, staff development, and effective coordination across departments or regions. • Experience developing Monitoring & Development programs. • Extensive experience in government administration, organizational management, or public sector operations. • Demonstrated experience in mentoring, coaching, or capacity building for administrative or management teams. • Strong knowledge of government policies, administrative systems, and public sector governance. • Experience in strategic planning, program management, and institutional strengthening. • Excellent leadership, communication, and stakeholder coordination skills.

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: The Volunteer will report to the Secretary

Working relationships: Administration team which includes Secretary, Deputy Secretary, Senior Assistant Secretary, Assistant Secretary.

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/kiribati> and <https://www.dfat.gov.au/geo/kiribati>

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

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.