

Project Management Mentor (Housing)

Kiribati Housing Corporation ,Kiribati

Assignment title	Project Management Mentor		
Partner organisation	Kiribati Housing Corporation		
Location	Kiribati	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	1 February 2027		
Website	www.housing.gov.ki		
Australian organisation:	No Australian organisation linked to this assignment		

ABOUT THE PARTNER ORGANISATION

The Kiribati Housing Corporation (KHC) is a State-Owned Enterprise (SOE) under the Kiribati Government, responsible for housing development, land management, and the provision of affordable and sustainable housing solutions on South Tarawa. KHC operates primarily in South Tarawa and works closely with government ministries, landowners, and the public to support national housing priorities.

KHC provide affordable, sustainable housing and loan schemes, building houses for civil servants, and supporting the national housing priorities. Their aim is to provide accessible, secure, and climate-resilient housing options that support social and economic development. They work with key stakeholders including the Building Development Department, Idle Lands Unit, developers, landowners, and partner agencies to ensure housing projects are well-planned, effectively managed, and aligned with national policies.

KHC is currently strengthening its investment planning, revenue generation, and project management capacity to support the growing housing demand in South Tarawa. They aim to develop improved investment strategies, strengthen feasibility assessments, and expand our housing portfolio to better serve the needs of the population.

ABOUT THE ASSIGNMENT

KHC requires support to improve its investment planning, project evaluation, and business case development for new housing initiatives. A skilled adviser in the area of housing investment and development will support KHC to ensure that new housing and land development projects are financially viable, strategically prioritized, and properly supported by accurate data and analysis.

Due to local capacity constraints and limited access to specialized investment planning expertise, the position cannot be readily filled within Kiribati. A volunteer with strong experience in housing investment, economic analysis, and project feasibility assessment will greatly support KHC's ability to implement and manage sustainable housing programs.

KHC has strong local knowledge, committed staff and a growing portfolio of projects. The volunteer will gain valuable experience in housing development in a small island developing state, contribute to climate-resilient housing initiatives working with local teams across the KHC.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Kiribati Housing Corporation to support the below objectives:

Assignment objectives	Proposed activities
In-Country Phase Objective: Strengthen investment planning and financial assessment for Housing Projects.	• Work with the team to develop investment frameworks, business cases and financial models for housing initiatives. • Support feasibility assessments for new housing developments and idle land opportunities.
In-Country Phase Objective: Partnerships, collaborations, and donor support pursued to advance KHC's vision and mission.	• Support the development of funding proposals for major grants for KHC's crucial development projects. • Help to establish networks with local, regional and international corporations and agencies to promote knowledge, information sharing and staff capacity building.
In-Country Phase Objective: The organization's internal systems are strengthened.	• Work with the team to conduct a comprehensive review and gap analysis of existing procurement procedures, base stock controls, and supply chain workflows

	to identify inefficiencies and areas requiring policy updates. • Help to develop/update standard operating procedures (SOPs) and policy documents that align with best practices, transparency requirements, and organisational needs. • Support the implementation of improved monitoring and reporting mechanisms. This would include stock tracking tools, procurement registers, and supply chain performance indicators—to ensure consistent compliance and operational efficiency.
Inclusion objective and proposed activity	
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). The volunteer will work alongside members of Kiribati Housing Corporation to: • Review the corporation’s existing housing allocation forms, procedures and eligibility criteria to ensure they are clear, user-friendly and inclusive, and suggest simplified updates that improve accessibility for people with low literacy or limited access to information.	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
• Bachelor’s degree in Business Administration, Public Administration, Housing Management, or a related field. • Training or certification in project management, organisational development, or systems improvement.	• Postgraduate qualification in Public Policy, Urban Planning, or Community Development. • Certification or training in financial management, budgeting, or monitoring and evaluation (M&E).

Knowledge and experience

Essential	Desirable
- Strong analytical and organisational skills for reviewing systems, procedures and operational processes. - Knowledge of housing operations, procurement, or basic supply chain management. - Experience in preparing funding proposals or project documentation.	- Experience with data analysis or database management systems to help improve internal reporting and tracking. - Graphic design or presentation skills to support the development of clear, visual documents and funding proposals.

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: Chief Executive Officer, Kiribati Housing Corporation

Working relationships: Chief Executive Officer and Senior Management team

Hours and days of work: Monday to Friday (as per KHC working hours)

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.