

Australian Volunteer Assignment Description Form

Australian Volunteers for International Development

Assignment description

Information contained in this Assignment Description is subject to change, as host organisations' needs evolve. Australian Red Cross will work closely with host organisations and volunteers to ensure that key outcomes of roles are updated as regularly as possible.

1. General details	
Position title	Climate Change Officer
Name of host organisation	Vanuatu Meteorological and Geohazards Department (VMGD), Climate Change Office
Country	Vanuatu
Location	Port Vila
Duration	12 months
Proposed start date (minimum of 4-6 months required from the time of request and subject to successful recruitment)	February, 2012
Assignment Reference Code	VU/DM/FY11/03/GV
<p><i>This assignment is part of the Australian Volunteers for International Development program, an Australian Government, AusAID initiative. For more information visit www.ausaid.gov.au/volunteer.</i></p>	

2. Overview of organisation & assignment
<p>The Vanuatu Meteorological and Geo-hazards Department (VMGD) sits within the Ministry of Infrastructure and Public Utilities (MIPU). The vision of the service is to establish and maintain a: Skilled and motivated staff, using modern science and technology within a sound, efficiently managed organization, providing high quality meteorological services that are widely available, effectively applied, beneficial, and highly valued by all sections of the community.</p> <p>The Vanuatu Meteorological Service primary functions include:</p> <ul style="list-style-type: none"> · Taking and recording of meteorological observations and other observations as required · The forecasting of the weather and the state of the atmosphere · The responsibility to issue warnings of gales, storms, hurricanes and other weather conditions likely to danger life or property · Supply of meteorological information · Publication of meteorological reports and bulletins · Promotion and advancement of meteorological science by research and investigation · Advice on meteorological matters · Cooperation with other National Meteorological Services and appropriate international communities <p>http://www.meteo.gov.vu</p>

Department Overview

The Department consists of five major programs to carry out its functions and they are as follows: Administration, the Weather Forecasting Section, the Climate Services Section which also includes Climate Change, the IT and Engineering Section and the Observation Section.

Assignment Overview

The Climate Change Officer will work across the sectors of climate change adaptation and disaster risk reduction, specifically with the Climate Change Office. By early 2012, the Climate Change Office will have over 4 staff working on national climate change coordination, technical adaptation, technical mitigation, and grant writing.

He/she will report directly to the Program Manager, Climate Change Office. The Climate Change Officer will work closely with the Technical Advisor on Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) of the VMGD. The assignment is based at VMGD headquarters in Port Vila, and will have opportunities to travel to provincial branches.

3. Expected outcomes and key relationships

The main outcomes expected from this role are:

1. Assist the staff of the Climate Change Office to enhance their knowledge, understanding and application of technical extension activities and services related to CCA and Disaster Risk Management (DRM)
2. Assist the Climate Change Office to engage with and help communities and organisations throughout Vanuatu on CCA and DRM activities
3. Assist the Climate Change Office to develop national CCA and DRM coordination processes with VGMD, National Disaster Management Office (NDMO) and development partners (including civil society);
4. Assist the Climate Change Office to provide specific technical support to the newly expanded National Advisory Board on Climate Change and Disaster Risk Reduction (NAB)

Capacity development outcomes:

1. Provision of Climate Change Adaptation extension resources
2. Provision of Climate Change Mitigation extension resources
3. Provision of Climate Change and Disaster Risk Reduction integration resources
4. Assisting with mainstreaming in legislation, policy, strategies and plans

Who will be the volunteer's supervisor?

Position: Manager Climate Section

Will the volunteer work closely with a counterpart or other staff?

Position: Climate Change Coordinator and Technical Adviser on CCA & DRM

4. Volunteer requirements

Essential

Personal attributes

- Self awareness and cross-cultural sensitivity
- Commitment to sharing knowledge and skills
- Flexibility and adaptability
- Resilience and ability to manage stress
- Initiative and self direction
- Enthusiasm

Skills or experience relevant to assignment	<ul style="list-style-type: none"> • Technical background in Climate Change, natural resource management or renewable energy • Experience working with community groups in Pacific or similar locations • Strong leadership and mentoring skills, and experience in working effectively across different stakeholders • Developed organizational, administrative and project management skills • Ability to work both independently and collaboratively
Qualifications	<ul style="list-style-type: none"> • Minimum diploma qualifications or certified training in climate change or related area
Language skills and level required	<ul style="list-style-type: none"> • Bislama (desirable)
Any further attributes, experience, skills or qualifications that are desirable	<ul style="list-style-type: none"> • First Aid Certificate • Experience working with community organisations and churches in developing countries. • Experience working with Red Cross Red Crescent or other humanitarian aid organizations in a similar role. • Experience in business administration or management • Experience living/working in the Pacific

<p>5. Location and facilities</p> <p>This assignment is located in the capital – Port Vila. All basic services are available in Port Vila, although considerably less available outside of the capital. Phone and internet services are readily available in Port Vila. There are numerous banks in Port Vila, and basic medical facilities are available.</p> <p>The volunteer will be based at the VMGD headquarters in Port Vila. There are currently 50 full time staff members in the office.</p> <p>The volunteer will have access to their own workstation, including a desk, computer, phone and internet access. The printer will be shared. The office is located on the second floor of an office building with access via stairs only.</p> <p>The volunteer may be required to travel outside of Port Vila for this assignment to provincial areas of Vanuatu.</p> <p>Public transport (mini-vans and taxis) are readily available within Port Vila and the surrounding area. There is an adequate supply of accommodation options ranging from share houses through to serviced apartments and often within walking distance of the office and facilities.</p>
--

<p>6. Support mechanisms</p> <p>Comprehensive pre-departure briefing and in-country orientation will be provided with input from VMGD. A work plan will be developed in conjunction with the volunteers and VMGD during the first month. The volunteer will be included in staff meetings and will be part of the team structure. The volunteer will also have fortnightly meetings with the Directors of VMGD and NDMO in the first three months of assignment and this will be reviewed after that period</p>
--

Formal quarterly reviews will be undertaken with VMGD and the Regional Representative.

7. Local culture and language

Vanuatu has a diverse local culture due to the dispersed nature of the population. Generally speaking, the population can be described as Melanesian, Christian, young and growing very quickly. Volunteers need to be cognizant of the different cultural groups and gender dynamic prevalent in the society.

Provinces outside of Port Vila are more conservative and volunteers will need to dress accordingly.

Volunteers are strongly encouraged to undertake individual research about Vanuatu history and culture before arrival. It is important that the volunteer is familiar with and willing to work within the local culture.

Main language(s) spoken in the community	Bislama, English, French
Main language(s) spoken in the workplace	Bislama, English, French

8. Health and safety

For further information, please refer to www.smarttraveller.gov.au

9. Child protection

Australian Red Cross is a child-safe organisation and is committed to the prevention of abuse and neglect of children and young people. As part of the recruitment process, all candidates will be screened and assessed for suitability to work with children.

Volunteers must make themselves aware of Section 7.9 of the Australian Volunteer program Code of Conduct and associated policies and documents.