

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	Emergency Program Officer
Advertising title (if different from above)	Disability and Disaster Program Officer
Host organisation	Gualandi Volunteer Service Program, Inc. (GVSP)
Country	Philippines
Location	Cebu City
Duration	9 months
Proposed start date	June 2014
Pre-departure training date	19-22 May 2014
Assignment code	PH75

2. Overview of program
<p>Australian Volunteers for International Development (AVID) is an Australian Government initiative to send volunteers overseas. The program is delivered by Australian Red Cross and other agencies.</p> <p>Volunteer assignments are designed to enhance capacity within overseas host organisations. They are aligned with the aid priorities of the Australian Government and its partner governments in developing countries, as well as the International Red Cross and Red Crescent Movement.</p> <p>The AVID program covers volunteers' airfares, accommodation, living allowances, training, insurance, health and security.</p>

3. Overview of organisation & assignment
<p>Gualandi Volunteer Service Program (GVSP) is a non-government organisation founded in 2005, which aims to train and recruit volunteers so as to provide human resources for the delivery of services to the deaf community. Its vision is for deaf inclusive Filipino society.</p> <p>The program provides a system for recruitment, assessment and screening, training and formation, placement monitoring and regular evaluation for the volunteers. The main aim is to help the volunteers to:</p> <ul style="list-style-type: none"> • Deepen acceptance of self and others and to develop inner freedom to make a responsible and permanent commitment as volunteers. • Develop as a person-for-others in relationship with the deaf, with fellow volunteers, co-workers, and the local community.

- Deepen the volunteers' conviction to serve and love unconditionally so as to intensify their appreciation and exercise of their volunteer involvement especially work with the deaf.
- Provide support systems and continuing education for volunteers.

www.gvspvolunteers.org

Overview of the program

The Gualandi Volunteer Service Program is working closely with the Local Government of San Remigio, Cebu in its Disaster Risk Management Program.

This assignment will assist and support the program team and partner organisations in planning and implementation of emergency recovery and rehabilitation activities. The focus will be on providing guidance and support to ensure timely implementation of quality programs while ensuring adherence to standards, effective coordination with different stakeholders, proper documentation, information sharing and capacity building of Gualandi Volunteer Service Program and partner staff.

Overview of the AVID assignment

The key objective of the assignment is to provide technical assistance in the development and implementation of a coherent, inclusive and qualitative Emergency Plan, with a particular emphasis on the promotion of accessibility and rights of people with a hearing impairment or disability.

Following experiences from two major disasters that have recently occurred, an earthquake in October and typhoon Haiyan in November 2013 the AVID volunteer will use lessons learned to plan and develop relevant assessment and advocacy materials, resources and training in disaster management.

4. Expected Outputs and Key Relationships

Expected outputs of this assignment:

1. Assessment of current disaster management program of organisation and partner local government unit
2. Development of an Emergency Plan that is inclusive of people with a hearing impairment and other disabilities
3. Strengthen the capacity of staff to prepare and respond in emergency programs through mentoring, training and workshops

Volunteer's supervisor

Executive Director

Counterpart / other staff

Various staff

5. Volunteer requirements

Essential: Personal attributes	<ul style="list-style-type: none"> • Self awareness and cross-cultural sensitivity • Commitment to sharing knowledge and skills • Flexibility and adaptability • Resilience and ability to manage stress
Essential: Skills or experience relevant to assignment	<ul style="list-style-type: none"> • Experience in project/program management with excellent planning and organisational skills • Experience with capacity strengthening and partnership building with a proven ability to empower staff • Experience working or living with people with a disability
Qualifications	<ul style="list-style-type: none"> • University degree or specialised training in disaster management and all its phases or equivalent professional experience
Language skills and level required	<ul style="list-style-type: none"> • Sign language would be a distinct advantage

Desirable: Further attributes, experience, skills or qualifications	<ul style="list-style-type: none"> • Experience preparing disaster management plan, feasibility studies, project proposals, among others, which have been successfully implemented or currently being implemented
First Aid	<ul style="list-style-type: none"> • Prior to mobilising all Australian volunteers are required to complete Australian Standard HLTF311A – Apply First Aid

6. Location and facilities

The City of Cebu is the capital city of the province of Cebu and is the 'second city' of the Philippines, being the centre of Metro Cebu, the second most populous metropolitan area in the Philippines after metro Manila. With a population of 866,171 it is the fifth most populated city in the country. Cebu City is a significant centre of commerce, trade and education in the Visayas area.

The city is located on the eastern shore of Cebu island. It is the first Spanish settlement and the oldest city in the Philippines. Cebu is the Philippines' main domestic shipping port and is home to about 80% of the country's domestic shipping companies.

It is the centre of a metropolitan area called Metro Cebu, which includes the cities of Carcar, Danao, Lapu-lapu, Mandaue, Naga, Talisay and the municipalities of Compostela, Consolacion, Cordova, Liloan, Minglanilla and San Fernando. Metro Cebu has a total population of about 2.55 million people. Cebu City is bordered to the northeast by Mandaue City and the town of Consolacion, to the west are Toledo City, and the towns of Balamban and Asturias, to the south are Talisay City and the town of Minglanilla. Across Mactan Strait to the east is Mactan Island.

The volunteer will be given a workplace with table and chair, access to computer, internet and other office facilities.

There are houses and apartments available in Cebu City. Assistance with the identification of suitable, secure and affordable accommodation will be provided by the Country Manager and the host organisation.

7. Assignment support

All AVID volunteers are provided with the following:

- Return airfares to country of assignment
- Fortnightly living allowance (based on cost of living, adjusted for urban and rural areas)
- Accommodation allowance
- Pre-departure training and in-country orientation (including language training where necessary)
- Travel and life insurance
- Health & security support (including 24-hour emergency contact)
- In-country contact point

For more information visit www.redcross.org.au/support-and-preparation.aspx

Other support mechanisms

- Quarterly review with the Country Manager
- Will be invited to attend team meetings with office staff
- Will function as a part of the Planning Council of the Local Government of San Remigio

8. Local culture and language

General advice for the Philippines:

- Filipinos have a reputation for tolerance. However, visitors should be sensitive to their often highly developed sense of personal pride and honour, and seek to avoid giving offence.

- The best way to behave at both business meetings and at street level is with good humour, courtesy and a willingness to smile, and by generally demonstrating a calm and relaxed attitude.
- Pointing is considered rude. People often indicate objects or directions with a glance or a pursing of their lips.
- Be aware that Filipinos smile constantly, and may smile or laugh at times that Westerners find inappropriate. Smiles hide embarrassment and discord.
- There is little anti-foreign sentiment, despite the country's ambiguous attitude towards its colonial past and relations with the US and Europe. Nevertheless, nationalist sentiment remains, and visitors should be careful to respect local sensitivities over their country's history and actions.

Main language(s) spoken in the community	Bisaya, English
Main language(s) spoken in the workplace	Bisaya, Tagalog and English

9. Health and safety

Many developing country contexts are challenging. You will face different, usually higher, physical and mental health risks than at home. As an Australian Volunteer for International Development, you will be required to have a good level of fitness, health and resilience.

You may be required to live and work in basic facilities and use local public transport. You may not be able to access the range or high quality of health services and facilities you are used to, and may not have ready access to a tertiary hospital, specialist doctors, or reliable supplies of your usual medication.

If you have a pre-existing health condition which requires ongoing treatment and regular medical checks, especially if it involves a risk of a medical emergency, consider carefully whether this type of work is appropriate for you. Seek early advice from your own treating doctor, ensure your condition is optimally controlled, and update your health management plan with your doctor prior to starting the Australian Red Cross health clearance process. For many pre-existing conditions, we will require a detailed medical report from your treating doctor. Please contact us if you have any questions or concerns.

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

10. 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 6.9 of the AVID Code of Conduct and associated policies and documents for Child Protection.