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| Assignment Title | Secondary Principal Adviser |
| Country | Autonomous Region of Bougainville, PNG |
| Location | Buka |
| Partner Organisation | Division of Education |
| Accountable to | Division of Education through Hutjena Secondary School |
| Reporting to | Principal of Hutjena Secondary School |

3008

1. ASSIGNMENT PURPOSE

High schools and secondary schools in Bougainville are well managed and operate effectively.

2. ASSIGNMENT OBJECTIVES, ACTIVITIES AND INDICATORS

Objective 1

Schools use appropriate and efficient systems for timetabling, record keeping, and student absence monitoring and discipline.

Activities

In consultation with local Principals and Head Teachers

- Review and assess the current systems in place for timetabling, record keeping, and student absence monitoring and discipline
- Source, design or modify system to improve efficiency
- Provide on the job training and mentoring for Principals, Head Teachers, Deputies and senior staff in the use of appropriate systems
- Assist staff to become effective and proficient users of the updated systems

Indicators

- Efficient and effective systems are sourced or developed for timetabling, record keeping, and student absence monitoring and discipline
- Systems are effectively utilised by the schools
- Timetabling and record keeping are carried out efficiently using appropriate technology
- Student absence is effectively monitored and formal discipline systems are in place resulting in a reduction in the number of stand downs, expulsions and exclusions

Objective 2

Schools have appropriate staff management systems and Principals are comfortable and confident managing their staff.

Activities

In consultation with local Principals and Head Teachers

- Assess the current procedures for staff management and provide suggestions for improvement
- Design an agreed performance management system and provide ongoing training and mentoring for Principals on implementation
- Provide mentoring for Principals on strategies to maximise staff performance and motivation
- Identify options for continued training for Principals and possible funding sources

Indicators

- A staff performance management system is in place and being utilised
- Staff attendance, punctuality and work performance is improved
- Options for continued training have been identified

Objective 3

Schools have appropriate budgeting systems in place that allow for long term maintenance and planning.

Activities

In consultation with local Principals and Head Teachers

- Assess the current budgeting systems and provide suggestions for improvement
- Develop and implement systems for long term strategic planning and budgeting
- Introduce self auditing processes
- Provide on the job training and mentoring for Principals and Bursars on budgeting and planning school finances

Indicators

- Schools remain open for entire teaching year and operate within budget
- Schools develop five year plans including budgeting for ongoing maintenance and capital expenditure
- School Principals and Bursars understand and are utilising self audit processes

3. REPORTING AND WORKING RELATIONSHIPS

The Secondary Principal Adviser will report to the Principal of Hutjena Secondary School and through him to the CEO, Division of Education.

4. SKILLS EXCHANGE/TRANSFER

The volunteer will be working primarily with the Principal and two deputy heads of Hutjena Secondary School. This will allow direct transfer of skills. The Secondary Principal Adviser will also visit other Bougainville schools, run workshops and training for Principals and Head Teachers.

5. PERSON SPECIFICATIONS

Professional

Essential

- Secondary School Teaching Qualification
- Proven Experience working as a Secondary School Principal in New Zealand
- Knowledge of school financial management, learners' assessment and school planning
- Experience developing staff management plans
- Good written and oral communication skills

Desirable

- Experience in mentoring school principals

Personal

Essential

- A willingness to learn Tok Pisin

6. TERMS AND CONDITIONS

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and preferably have lived in New Zealand for at least two years.

Partner Organisation

The volunteer's partner organisation will be the Division of Education.

Length of Assignment

This assignment is for a period of one year, with the possibility of extending by mutual agreement.

Pre-departure briefing

As part of our contract, the volunteer will be required to take part in a pre-departure course run by VSA in Wellington. Dates are indicated in the document titled ***How To Apply*** (downloadable from our website).

Final Appointment

Final appointment will be subject to satisfactory medical and immigration clearances, partner organisation acceptance, and successful completion of the VSA Briefing Course.

Family Status

Families with accompanying dependent children can not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least NZ\$2,000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination Requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser.

Volunteer Package

The volunteer's package includes the following:

- **Reimbursements and Grants**

1. The volunteer will receive an initial establishment grant of NZ\$1000.
2. The volunteer will receive a remote location grant of NZ\$2000 after 6, 12, and 18 months on assignment (for a two year assignment only).
3. A resettlement grant of \$250 will be paid for each month the volunteer is on assignment. This is payable on the completion of the assignment.
4. The volunteer will receive a monthly living allowance of PGK1185.

- **Accommodation**

Basic, furnished accommodation will be provided at Hutjena Secondary School.

- **Airfares and baggage allowance**

The volunteer will be provided with economy airfares at the beginning and end of the assignment, plus a baggage allowance.

- **Insurance**

VSA will provide insurance to cover baggage and personal property, and medical and additional expenses.

Attachments

Appendix 1. BACKGROUND TO THE ASSIGNMENT

Appendix 2. LIVING AND WORKING SITUATION

Appendix 3. VSA IN BOUGAINVILLE

Appendix 4. SECURITY

Programme Manager

Date

Appendix 1. BACKGROUND TO THE ASSIGNMENT

Bougainville High Schools and Secondary Schools

There are currently 12 senior schools in Bougainville, nine high schools and three secondary schools. High Schools teach the lower secondary school curriculum only, secondary schools teach both the lower and the upper secondary school curriculum. The lower secondary curriculum is taught to grade 9 and 10 and culminates in exams at the end of grade 10. The upper secondary curriculum is taught to grade 11 and 12 and culminates in exams at the end of grade 12. Entry into both grade 9 and grade 11 is determined by the education board on results of grade 8 exams taken in primary school and the grade 10 exams.

About 25% of grade 8 students make it to grade 9, and about 25% of grade 10 students make it to grade 11. Only about 10% of students progress from grade 12 to state tertiary training, although more go to other trade colleges etc. These numbers are changing rapidly with massive population growth and the opening of new schools.

Secondary schools are run by a Principal with the assistance of a Deputy Principal Academic and a Deputy Principal Administration. High schools are run by a Head Teacher with the assistance of a single Deputy.

Hutjena Secondary School

Hutjena Secondary School (HSS) was established in the 1950s on Buka Island. It was closed in the early days of the crisis and reopened again in 1991. HSS was the first high school in the province to implement secondary reforms in education, and enrolled its first 11 students in 1999. It is a co-educational boarding school that provides education at secondary level to students from all over Bougainville.

Hutjena offers classes from grade 9 to grade 12. Resources are stretched and the workload can be demanding. Despite the challenges, Hutjena can offer many rewards.

HSS has a roll of approximately 560 students. There are 16 classes and 25 teachers, all of whom live on site. A full range of subjects (English, General Science, Maths, Physics, Chemistry, Biology, Physics, Economics, Agriculture, Commerce, History and Geography) is provided to the students, who are required to have passed their grade 8 and grade 10 public exams before they can be enrolled. Class sizes can be large.

As HSS is a boarding school, most staff and all students reside on the campus. Local teachers are expected to participate in all school activities, such as gardening, sport, remedial classes and night study, many of which take place outside normal school hours.

VSA has had three volunteer teachers at Hutjena, who were well respected by local staff and students. In addition to this VSA has had a volunteer at Hutjena as a School Manager.

The volunteer will be based at Hutjena Secondary School and will work closely with the Principal, Deputy Principal (Academic) and Deputy Principal (Administration). The volunteer will also visit and provide training and support for Principals, Deputy Principals and Head Teachers at Bougainville's nine other secondary and high schools.

Other Schools in Bougainville

Bishop Wade (Tarlana) Secondary School

Bishop Wade Secondary School is located in North Bougainville island, approximately 40 minutes drive from Buka town. There are approximately 750 students, most of whom are boarders.

Buin Secondary School

Buin Secondary School is located in South Bougainville Island in Buin township. There are approximately 700 students, most of whom are boarders. This is the most disadvantaged secondary school in Bougainville with very limited access to resources and other assistance.

Arawa High School

Arawa High School is located in Central Bougainville in Arawa town. There are approximately 400 students who are all day students. Arawa High School is hoping to become a secondary school in 2012.

Devare High School

Devare High School is located in Central Bougainville in the Wakanai area. There are approximately 200 students, most of whom are boarders. Devare was opened in 2010.

St Mary's Asitavi High School

St Mary's Asitavi is a girls only school located in Central Bougainville. There are approximately 400 students and they are mainly boarders.

St Josephs Rigu (Mabiri) High School

St Josephs (Mabiri) is a boys only school located in Central Bougainville. There are approximately 400 students and they are mainly boarders. This school has strong links with the Marist Brothers of Australia.

Holy Cross Nissan High School

Holy Cross Nissan is located on Nissan Island and has over 500 students. Most of the students are boarders.

Haku High School

Haku High School opened in 2011 and is located in North Buka Island. There are approximately 80 students.

Appendix 2. LIVING AND WORKING SITUATION

Working conditions

Hutjena campus is located on Buka Island. The site is five minutes drive from Buka Township. From the school grounds it is only a few minutes walk to the cliff tops which overlook the stunning Buka Passage, and spectacular views across to the main island of Bougainville. There is a Public Motor Vehicle (PMV) which provides transport to and from Buka Township on a regular basis.

The volunteer will also be required to travel to other schools around Bougainville as required.

Accommodation

Housing will be provided by Hutjena Secondary School and is on the campus. The house will contain basic furniture, for example, a gas oven for cooking, a shower and flush toilet, and running or tanked water supply. All houses in Buka are on mains power supply and operate on an 'easy-pay' (meter) system. Buka does experience some power problems with the mains generator and occasionally may operate on a load share system, although usually there is 24 hour power. Accommodation may need to be shared with another volunteer, however volunteers with accompanying partners will not be required to share.

Living

Bougainville is a tropical island, often rainy and humid with temperatures between 25 to 34 degrees year round.

Buka is the administrative centre of Bougainville and the location of the Autonomous Region of Bougainville Government. Buka also has Bougainville's only bank, post office, domestic airport, general hospital and university centre. Buka is separated from the mainland by the Buka passage. Fibreglass open boats (banana boats) continuously run back and forth across the channel transporting people and goods each weekday and run occasionally in the weekends. The main road in Buka is tar sealed and suitable for bicycling.

The airport in Buka has regular scheduled flights to other destinations in Papua New Guinea (PNG). There are multiple flights between Buka and Port Moresby via Air Nuigini each week. A ship also services Buka-Rabaul-Lae that travels overnight to these destinations. Public motor vehicles (PMVs) travel the road on a daily basis between Buka and Arawa. These are usually 10 seater or open backed Landcruisers, although there are some larger trucks also used for transporting people and goods. Roads are unsealed except in Buka Township and there are several wet river crossings on the road between Buka and Arawa. A Japanese consortium is currently building bridges across some of the rivers.

There is limited western social life on the island with the main activities being swimming and snorkelling, fishing and tennis (Buka only). There are no western hotels, but several basic guesthouses and restaurants have been established over the last several years. Kuri Lodge, on the Buka Passage provides a popular evening gathering place for Buka residents and visitors.

Buka has an excellent weekday market with a good variety of fresh produce. Fresh fish is less available, although a fish market is currently being developed. Trade stores offer a variety of basic imported food and goods. Some frozen goods such as meat and butter are available. A local bakery produces bread (white only) and other simple baked goods. Fresh dairy products are limited and only occasionally available.

There is one internet café available in Buka. Public phone and fax are available. Two mobile providers, BMobile and Digicel, operate in some parts of Bougainville, from Buka south to Arawa and beyond. As part of its security protocol VSA provides all volunteers with a PNG sim card to use in Bougainville. Text messages can be sent throughout PNG to NZ. The internet is also accessible via portable modems that use the mobile phone networks. The portable modems (dongles) can be purchased for both BMobile and Digicel for approx K199. The cost varies between the networks but is approximately K2 per megabyte download.

Malaria is endemic on Bougainville and the use of prophylaxis is mandatory.

Appendix 3. VSA IN BOUGAINVILLE

Bougainville emerged from nine years of civil conflict in 1998, suffering social trauma and with much of the island's infrastructure in tatters. The processes of re-building and determining the region's political future follows a difficult and uncertain path. It will continue to take a combined effort, supported where appropriate by funding and technical assistance from international sources, to emerge as a fully functioning society. The ongoing desire of many for independence and the scarcity of development funding from Papua New Guinea create a challenging political and developmental environment. The process is ongoing and the most notable event recently has been the election of, and installation of, the Autonomous Bougainville Government in June 2005. The first fully democratic elections were successfully held in 2010.

New Zealand, from the signing of the cease-fire in April 1998, has indicated a willingness to help the people of Bougainville help themselves. VSA, with funding from the Ministry of Foreign Affairs and Trade (MFAT) New Zealand Aid Programme, has been involved in the rehabilitation and reconstruction phase of Bougainville's recovery since May 1998.

Since 1998, VSA has built up a programme involving project management and volunteer placement in sectors including, health, construction, education, and small business. VSA volunteers are currently based in Buka, Arawa and Tarlena, and are supported by a VSA field office in Arawa, staffed by a Country Programme Manager.

Appendix 4. SECURITY

VSA has a substantial volunteer programme in Bougainville which addresses significant development needs following years of crisis. The physical, psychological, and cultural damage resulting from a decade of civil strife will take many years to heal. The peace process is still fragile and it will take time before people gain confidence and build trust within their communities and with outsiders.

Despite the somewhat negative image presented through the media, VSA and other volunteer agencies continue to run successful programmes in Papua New Guinea. In Bougainville, there has been a cease-fire in place since 1998, the peace process is continuing to unfold and volunteers must be aware of, and accept the heightened risk and adopt behaviour that reflects due caution. This includes taking precautions such as not moving around after dark alone, keeping the house secure and items of value out of sight. All VSA volunteers to Bougainville must sign a set of security protocols that set out behaviour, designed to minimise risk.

VSA has confidence in the peace process and a commitment to the people of Bougainville. The Country Programme Manager is constantly monitoring the security situation.