

Assignment Title	Asset Management Adviser
Country	Autonomous Region of Bougainville, PNG
Location	Buka
Partner Organisation	Division of Finance and Treasury
Accountable to	CEO Finance and Treasury
Reporting to	CEO Finance and Treasury

3011

1. ASSIGNMENT PURPOSE

The Autonomous Bougainville Government (ABG) provides sound fiscal management and displays appropriate accountability for public funds and other assets.

2. ASSIGNMENT OBJECTIVES, ACTIVITIES AND INDICATORS

Objective 1

A comprehensive Asset Management System is functioning and supplying accurate up-to-date information on public funds and assets to the ABG Administration.

Activities

With the Assets (Property and Housing) Manager

- Review the current asset management records, systems and processes, and provide suggestions for improvement
- Implement changes to the asset management systems and processes, and develop a training plan for staff
- Implement the training plan and provide on-going mentoring as required
- Review current asset records against the actual assets and update as required

Indicators

- An updated asset management system is in place
- Staff are competently and confidently utilising the updated asset management system
- All ABG assets are accounted for and the asset records are up to date

Objective 2

Procurement procedures (bulk purchasing) for government stores, consumables, and office equipment are in place and operating effectively.

Activities

With local staff

- Review current procurement procedures and outline suggestions for improvement
- Establish policies, processes and structures that support sound procurement management and provide training as required

- Develop a tendering system for government procurement, undertake a trial of the system and provide suggestions for improvements based on the results of the trial

Indicators

- A review of procurement procedures is undertaken and suggested improvements have been provided
- Procurement of government assets is following correct procedures and is well managed
- Staff are confidently using the new procurement processes and demonstrate increased knowledge of the requirements of sound procurements policies and structures
- A tendering system for government procurement is in place and is proving effective

Objective 3

Assets for disposal are documented and disposed of according to regulations.

Activities

- Review current systems and procedures in place for the disposal of ABG assets and provide suggestions for improvements
- Assist in the establishment of a system to identify assets for future disposal
- Work with staff from all 14 divisions of the ABG to document current assets requiring disposal
- Ensure compliance with disposal procedures and regulations and provide ongoing training as required

Indicators

- Asset disposal systems and procedures are in place and operating effectively
- Local staff are confidently utilising the asset disposal procedures
- Current assets ready for disposal are identified
- Long-term asset disposal system is in place

3. REPORTING AND WORKING RELATIONSHIPS

The volunteer will work with the Assets Manager to provide training and support. An assets clerk is still to be appointed. The volunteer will report to the CEO of the Division of Finance and Treasury.

4. SKILLS EXCHANGE/TRANSFER

The volunteer will work closely with at least one dedicated counterpart, namely the Assets Manager. Skills exchange will take place with the Assets Clerk and also with staff in other divisions and government offices in outlying districts.

5. PERSON SPECIFICATIONS

Professional

- Proven experience in establishing asset management systems
- Proven experience in procurement or similar field
- A solid understanding of basic accounting, database systems, purchasing, asset management, and tendering for purchasing of supplies
- Experience in establishing tendering processes
- Experience in long term planning at an organisational level
- Proven coaching and mentoring skills

Personal

- Willingness to learn Tok Pisin
- Willingness to work with limited resources

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 Division of Finance and Treasury.

Length of Assignment

This assignment is for a period of two years.

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 will 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 rest and recreation grant of NZ\$1000 on completion of the first year of assignment (note this grant applies to a two year assignment only).
3. A resettlement grant of NZ\$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**

VSA will supply basic, furnished accommodation. Accommodation is scarce in Buka and therefore this accommodation may be shared with another volunteer. Couples will not have to share accommodation.

- **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

The Division of Finance and Treasury was once part of the North Solomons Provincial Government and then became incorporated into the Autonomous Bougainville Government (ABG) in 2005.

During the conflict years, as well as post conflict, the capacity of the administration was crippled. Many of the pre-conflict staff left Bougainville or went into hiding in the villages and mountains. Buildings were destroyed and records lost. It is only in recent years that rebuilding has started. New staff are not easily recruited and almost all need upskilling. There are people competent with computers, but there are also many who have only basic IT skills.

The division is charged with the overseeing and maintenance of the asset register for government, which includes 14 divisions and 13 districts. The division has approved the establishment of 53 positions (Bougainville wide), however at March 2011 there were only 17 staff in Buka. The division also provides training for staff in all divisions in relation to its role in Finance and Treasury.

All of the administration records and assets sit under Finance and Treasury, although each division has its own records. Finance and Treasury Staff (Property Manager and Assets Clerk) are meant to visit all divisions to check that records and assets registers are properly maintained.

There is currently only one staff member, the Assets Manager, who is charged with attending to the Assets Management for the entire 14 divisions. An Assets Clerk is yet to be appointed. It is intended that each Divisional Record Clerk will record and track the records and assets, so that this information can be handed over to the Central Assets Manager at Finance and Treasury.

A VSA Records Management Assignment (with the division of Human Resource Development in 2009 to 10) began the task of organising an efficient filing system. Some staff training also took place and a good start was made. This assignment helped identify the need for assistance with Asset Management and archives storage.

It seems that whiteware and office equipment and stores have been purchased independently by the divisions. Procurement regulations have not been followed properly nor records kept. The CEO believes that around 50% of records are on computers (although not well organised), and that these are mainly old records. Recent purchases are not well documented.

Appendix 2. LIVING AND WORKING SITUATION

Living

Bougainville is a tropical island, often rainy and humid with temperatures between 25 to 35 degrees year round.

Buka is the administrative centre of Bougainville and the location of the Autonomous Region of Bougainville Government (ABG). 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) run back and forth across the channel, transporting people and goods each weekday and run less frequently on 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 five flights weekly between Buka and Port Moresby via Air Niugini. A ship also services Buka-Rabaul-Lae and travels overnight to these destinations. Public motor vehicles (PMVs) travel the road on a daily basis between Buka and Arawa, and on down to Buin. 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 and Arawa Townships, and there are several wet river crossings on the road between Buka and Arawa. A Japanese consortium is currently building bridges over the main rivers.

There is limited western social life on the island with the main activities being swimming, snorkelling, fishing and tennis (Buka only). Volunteers have joined local sports clubs such as soccer and netball. Volleyball is very popular. There are no western hotels, but several basic guesthouses and restaurants have been established over the last 10 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. Trade stores offer a variety of basic imported food and goods. Some frozen goods are available. A local bakery produces bread (white only) and other simple baked goods. Fresh dairy products are limited and only occasionally available.

Most VSA accommodation is close to the road that runs into Buka. Volunteers have remarked that the standard of the houses/flats that VSA leases for its volunteers is better than they expected. This road has a regular PMV service. The accommodation has a gas oven for cooking, tanked rainwater supply, hot shower and flush toilet. The house is on mains power supply and operates 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. It is possible to have a phone connection put on at the house (at the volunteer's expense). Other volunteers are close by.

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

Working

Although the volunteer will be under the Division of Finance and Treasury, they will work out of an office cubicle at the Division of Planning. The Division of Planning is situated in a building about five minutes walk from Finance and Treasury, in the central part of town. The Division of Planning has internet access and aircon. The Planning offices are in a compound-like area that also houses the Division of Primary Industries and the AusAid Co-ordinators office. There is also a conference room and meeting rooms.

Finance and Treasury is situated in a two-storey building at the northern end of town. The division uses the bottom floor, which is partially divided into cubicles and separate offices.

Driving licences and vehicle registration are carried out through a serving window on the side of the building.

The building is wired for town supply electricity. Computers in the building are not networked and internet is not available. Even dongles (USB modems) do not get a good signal in this locale. People use cellphones rather than landlines, although office phones are available. The offices have some airconditioning but have few windows or natural light.

It is likely that the Assets Management Team will travel to other parts of Bougainville to inspect and update government stock. As a member of this team, the volunteer may be required to stay in very basic accommodation. The travel programme will include training in outlying areas.

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.

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.