

POSITION DESCRIPTION
Skills for Health (SfH) Officer
Vanuatu Skills Partnership

ROLE TITLE: Skills for Health (SfH) Officer

REPORTS TO: Productive Sector Manager

LOCATION: Luganville, Santo

BACKGROUND

The Vanuatu Skills Partnership aims to develop new approaches for a national skills system that better links skills training to economic outcomes within a quality assured framework. It has a dual focus on supporting the development of ni-Vanuatu entrepreneurship and the growth of the local private sector, as well as creating pathways for further formal training and employment opportunities. Provincial Skills Centres, now incorporated into the structure of the Ministry of Education and Training, have been established by the Partnership to facilitate access to a range of demand-driven skills training and business development support. Through the financing mechanism of the National Skills Development Fund, the Skills Centres contract registered local training providers and industry coaches to deliver a range of integrated skill development services according to identified productive sector and industry priorities. The Partnership proactively promotes and mainstreams the participation of marginalised groups, specifically those disadvantaged by gender and disability.

The Partnership operates as a coalition for change within a complex local political environment. It is locally-led and works sensitively, flexibly and responsively 'within the grain of local custom and culture' to catalyse development in line with the objectives of the 'National Sustainable Development Plan 2016-2030' and *Yumi Evriwan Tugeta – Vanuatu National Recovery Strategy 2020-2023*.

POSITION SUMMARY

Working under the guidance of the Productive Sector Manager and the Skills for Agribusiness Coordinator and in collaboration with the Vanuatu Health Program (VHP) Provincial Facilitator, the SfH Officer will be responsible for the administration of planning, implementation, monitoring and reporting of all SfH activity. The initial focus of the role will be to support the Northern Provincial Hospital with its 'Farm to Hospital' initiative, including the establishment of a local agricultural food bank and promotion of a healthy and nutritional diet for hospital patients. In addition, the role will support the strengthening of local skill capability in maintaining the 'Farm to Hospital' initiative as well as addressing skills gaps in priority areas of health system reform, as jointly identified with the VHP and the Sanma Provincial Government. The role will also support provincial Skills Centres in other provinces to strengthen health-related skills in line with provincial development/emergency response priorities.

This role will require close collaboration with the Skills Centre Managers across all Skills Centre provinces, the Skills for Agribusiness Coordinator as well as direct liaison with training providers and local and expatriate industry coaches.

The position will be based in Luganville, with regular travel to other provinces.

MAIN RESPONSIBILITIES

1. Participate in joint skills development planning meetings with departmental officers, Skills Centre Managers, the Productive Sector Manager and the VHP Provincial/National Facilitators to support the collaborative development of the Skills for Health (SfH) work plan, and the associated delivery, monitoring and reporting of related training and coaching activities across the provinces.
2. Working closely with the Skills for Agribusiness Coordinator, support the implementation of the 'Farm to Hospital' initiative with the Northern Provincial Hospital.
3. Support the development and monitoring of formal agreements between the Vanuatu Skills Partnership and the Northern Provincial Hospital, VHP and the Ministry of Education and Training. Participate in regular joint management meetings with national/provincial departmental officers and Skills Centre staff.
4. Support the engagement and ongoing management of coaches and accredited training providers/trainers required to implement the SfH workplan, and ensure compliance with Vanuatu Skills Partnership/DFAT codes of conduct.
5. Provide support to Skills Centre personnel, and provincial health departmental officers and to develop and manage Skills Centre client engagement in SfH training/coaching activities in each province.
6. With support from the Productive Sector Manager and Agribusiness Coordinator, manage the SfH budget and ensure all finance operations are undertaken in line with the policies and procedures of the Australian Government and the Support Contractor.
7. Provide support to Skills Centre staff to ensure the ongoing systemisation of SfH administration and data collection processes.
8. In collaboration with the Vanuatu Skills Partnership Monitoring, Evaluation and Learning (MEL) hub, ensure that appropriate SfH monitoring and evaluation data is being collected and reported on in line with the requirements of the Partnership's MEL Plan.
9. Support the Productive Sector Manager and Agribusiness Coordinator in progress reporting and other reporting as requested.
10. At all times demonstrate professional behaviour, as well as a commitment to the Partnership and its values, including its culture of collaboration, respect, gender equality, inclusion, and personal responsibility.

Note: *The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.*

KEY SELECTION CRITERIA

1. Relevant education qualifications.
2. Proven experience in the administration of complex programs.
3. Proven administration and data management skills, including managing multiple tasks simultaneously.
4. Excellent communication/relational/cross-cultural skills.
5. Proven ability to work collaboratively in a team-based environment, demonstrating key attributes, of humility, a positive attitude and openness to learning and continuous improvement.
6. Excellent organisational and time-management skills, with the ability to meet deadlines in a challenging work environment.
7. Competency in the use of MS Excel, and, ideally, collaborative project management tools such as Dropbox, Team-up.