

PIMS CODE: 10531833

Mechanic - Instructor

(Voc Ed Course & Instructor Development Mentor – Small Engines & General Mechanics)
Koror, Palau

This assignment is part of the Australian Volunteers for International Development program, an Australian Government, AusAID initiative.

AVI has negotiated this assignment in good faith with the Host Organisation, and the information contained was correct at the time of acceptance of the request for an Australian Volunteer. However, while AVI takes responsibility for matters under our direct control, all assignments and arrangements are subject to change due to the inherent low levels of predictability in developing country environments. This assignment may be amended or withdrawn to reflect changes in circumstances.

HOST ORGANISATION DETAILS

ORGANISATION:	Palau Community College
WEB ADDRESS:	www.palau.edu

ORGANISATION PURPOSE, HISTORY AND ACTIVITIES

ORGANISATIONAL CONTEXT:	Palau Community College (PCC) is a public education institution designed to meet the academic, technical, cultural, social and economic needs of the students and communities of Palau by providing learning opportunities and developing personal excellence. PCC is the only post-secondary education institution in Palau, and the school serves both Palauan and other Micronesians.
HISTORY:	PCC began as a carpentry school in 1927. Since that time, it has transitioned into a high school, a vocational school, and then into Micronesian Occupational College in 1978. The school became Palau Community College in 1993, but the mission has always been to train Palauan and Micronesian students in vocational skills that will benefit Micronesian communities, such as Agricultural Science and Tourism and Hospitality.
MAIN ACTIVITIES:	<ul style="list-style-type: none"> • To educate students to further their education or enter the workforce. • Provide community outreach through trainings and public awareness campaigns on all programs at PCC or topics needed by the community. • Provide research and development in the fields of agriculture and aquaculture in Palau.
SIZE OF ORGANISATION:	There are 142 full time staff members and 68 part time faculty. The school serves approximately 700 full and part-time students.

ASSIGNMENT DETAILS

CONTEXT AND PURPOSE OF ROLE:	CONTEXT: PCC is committed to strengthening its vocational degree programs, and the Small Engine and Mechanics program has been highlighted as needing improvement. A key component is training the local instructors to better skilled and more knowledgeable in the areas they teach. A volunteer instructor will help to train the local teachers, as well as transfer knowledge to the students, thereby increasing the effectiveness of the degree program.
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The Australian Government is working in partnership to send Australian volunteers overseas through the Australian Volunteers for International Development Program.
www.ausaid.gov.au/volunteer

	ALIGNMENT WITH COUNTRY STRATEGY: A key objective of the Partnership for Development between the FSM and Australia is to improve the quality of the teacher workforce. This position will specifically help to train potential local instructors and teachers in small engine and general mechanics, which will improve their knowledge of that field and the overall quality of the teaching and degree program at PCC.
ASSIGNMENT OBJECTIVE/S:	1. To train the Small Engine staff in the knowledge and skills so that they are fully competent in the instruction of the degree courses, both in content and in teaching practices.

WORKING RELATIONSHIPS	
LINE MANAGER:	Dean of Academic Affairs
STAFF SUPERVISION:	Yes, the volunteer will be required to supervise the small engine staff, who will be hired during the summer of 2012 and trained by the volunteer.
OTHER STAFF:	The volunteer will work and plan with the lead Small Engine faculty.

DUTIES AND RESPONSIBILITIES OF THE VOLUNTEER	
Volunteers complete a work-plan in the first three months of their assignment, in consultation with their line-manager and relevant stake-holders. The duties listed below are an indication of the type of work that may be involved in meeting the Assignment Objectives	<ul style="list-style-type: none"> ▪ Train Small Engine instructors in techniques and methods in teaching and research in the developments in technology and engines. ▪ Develop course teaching methods, techniques and resources in coordination with other instructors. ▪ Assist instructors in program planning.

START DATE:	Start: Within 4 to 6 months of the close of applications There are approximately 4 group start dates into each country each year. New volunteers will arrive as a group, be met by the Country manager and participate in important compulsory in-country orientation, including security training and cultural appropriate behaviour. Please note that assignment start dates may vary due to delays in the processing of visa applications or changes in the partner employers circumstances.
DURATION:	<u>24</u> months The optimum length of Australian Volunteer assignment s is 24 months so that relationships can be fully developed and skills passed on to the community. However, there is flexibility for this assignment to be shortened to either thirteen or eighteen months.

SELECTION CRITERIA	
For instructions on preparing your application - refer to the Application Information section	
CITIZENSHIP:	<ul style="list-style-type: none"> ▪ Australian citizens, Australian permanent residents or New Zealand Citizens resident in Australia are eligible to apply for this assignment

QUALIFICATIONS:	<ul style="list-style-type: none"> ▪ Relevant tertiary, professional or trade qualifications and/or certification; or equivalent work experience. ▪ Record of continuous professional development (e.g. Certificate IV in Workplace Training and Assessment)
ESSENTIAL SKILLS & EXPERIENCE:	<ul style="list-style-type: none"> ▪ Demonstrated success in building the skills of others in the workplace through formal and/or informal training and coaching. ▪ Demonstrated success in sharing skills and experience to increase the confidence, knowledge, productivity and effectiveness of others in the area of small engines and general mechanics. ▪ Extensive experience working with 2 stroke and 4 stroke engine (outboard motors). ▪ Applied knowledge of diesel engines. ▪ Applied knowledge of the business of mechanics.
DESIRABLE SKILLS & EXPERIENCE:	<ul style="list-style-type: none"> ▪ College teaching experience. ▪ Small Engine or Auto mechanic business experience.
ESSENTIAL PERSONAL QUALITIES FOR SUCCESSFUL VOLUNTEERS:	<ul style="list-style-type: none"> ▪ Self awareness, self reliance and resilience ▪ A reputation for and commitment to integrity ▪ Commitment to team work, coaching, mentoring and developing others ▪ Awareness and sensitivity of cross-cultural settings ▪ Patience, tolerance and flexibility ▪ Respect for the rights of children and commitment to child protection practices ▪ Commitment to taking responsibility for own behaviour, particularly in compliance with security guidelines and social, ethical and organisational norms. ▪ Ability to cope with cultural isolation and a different standard of living ▪ A preparedness to work with limited resources within a challenging environment <p>Please refer to detailed definitions of personal competencies http://www.australianvolunteers.com/volunteer/what-we-look-for.aspx</p>

WORKPLACE DETAILS AND CONDITIONS OF EMPLOYMENT	
WORKPLACE DESCRIPTION:	Work takes place at the Research and Development Station at Palau Community College. The classes include 3 x 50 min. classes per week plus one 3 hour "lab" in the mechanics shop.
TELECOMMUNICATIONS & COMPUTERS:	PCC has computers and internet services; however the connection is quite slow. All other equipment and resources needed for this position will be provided by PCC.
HOURS/DAYS OF EMPLOYMENT:	From 8 am to 5 pm, Monday to Friday.
LEAVE:	<p>Same conditions and terms as local colleagues apply, including national holidays.</p> <p>A minimum of 1 week leave for each 3 months of work will be made available to Volunteers, if the workplace conditions are less than this.</p> <p>Faculty are expected to take their leave only during vacation periods and they</p>

	should not miss work for vacation. June and July are the prime times for leave, as they are the summer months.
OTHER CONDITIONS:	Out of hours work may be required: None Travel required: None
LANGUAGE AT WORK:	<p>Language/s spoken in the workplace: English, Palauan</p> <p>An English speaker will carry out their work by speaking English- almost everyone speaks English quite well.</p> <p>The level of language competency in Palauan that a Volunteer will need to carry out this assignment is LOW.</p> <p>Low: Polite social interaction & demonstrated attempt to learn Or Medium: Able to converse about non-technical issues Or High: Able to converse about technical issues, ideas and concepts The Volunteer will need to reach this level by: Language skills prior to application OR Language skills from AVI language support & their own effort while on assignment</p>
LANGUAGE SUPPORT:	Language training will be provided during ICOP and then it is up to the volunteers to continue as they see necessary and desired.

LIVING AS A VOLUNTEER:

LOCATION	PCC is located in Koror, which is Palau's urban centre. Koror is a decent sized town with a variety of restaurants, hotels and dive shops, but overall, it is not particularly urban. It is surrounded by a beautiful landscape, with green hills and the ocean and rock islands visible from most vantage points.
NEAREST MAJOR CITY:	Koror IS the city and where the stores, restaurants and utilities are located. The capital and the airport are located about 45 minutes away. Taxis are widely available and easy to get around in. The costs vary depending on distances, but are generally a few dollars.
LOCAL CONTEXT:	Palau is the most developed of the North Pacific countries, and it also has the largest tourism industry. 100,000 visitors come to Palau each year, mostly from Japan, and as a result there are many dive shops, luxurious hotels and a wide variety of restaurants. The roads are paved, the houses look well cared for and it is easy to forget that Palau is a developing country, at least until one uses the telecommunication system.
LANGUAGES:	Same as workplace.
SOCIAL, RECREATIONAL & SHOPPING OPTIONS FOR VOLUNTEERS:	<p>People travel to Palau for water activities- most notably diving. Other (cheaper) recreational activities include swimming, snorkelling and kayaking, especially around the rock islands. There are also many waterfalls and good hiking on Palau.</p> <p>Socially, Palau hosts a large mix of people, and as a result, there are a variety of</p>

	<p>social scenes. The food can be very good at restaurants, while shopping is limited to handicrafts and surf gear and dive/snorkelling gear at the dive shops.</p>
CULTURAL & SECURITY CONSIDERATIONS FOR LIVING WITHIN THE COMMUNITY	<p>Palauan culture is a mix of the traditional, Western and modern. It is worth taking the time to ask questions and learn about the culture from friends, neighbours and co-workers.</p> <p>Age matters and the eldest in the family and at work garner the most respect. It is therefore important to show the proper respect, whether you feel they 'deserve' it or not.</p> <p>Dress is "island-casual" but women should be sure to keep their thighs covered when in public- no short skirts or shorts.</p>
MOBILITY	<p>Within in Koror, one can easily get around by foot and taxis, which are usually plentiful and quite cheap. Many people do buy cars, as they bring a new level of freedom with them. Used cars from Japan (with the steering wheel on the right side) can be bought for only a few thousand dollars, although gas is very expensive- about \$5 p/gallon. Another option is to buy a motor bike, as they are fairly cheap and use less gas than cars.</p>

ASSIGNMENT FUNDING

LIVING ALLOWANCE*:		ACCOMMODATION ALLOWANCE*: PCC has indicated that they will provide housing at staff apartments for the volunteer.	
AVI:	AUD 1000.00 per month	AVI:	AUD 0.00 per month
EMPLOYER:	AUD 0.00 per month	EMPLOYER:	AUD 0.00 per month
* These allowance levels are based on the Cost of Living in country. They will be reviewed periodically and may increase or decrease. Volunteers will be given notice of any change to the allowance level.			
Accommodation:	<p>PCC has staff housing and will provide an apartment for the volunteer in this staff housing. If the volunteer comes with his/her family and needs more space (the apartment is really only suitable for one or a couple), PCC will help to find accommodations.</p> <p>The apartment comes furnished with the essentials.</p>		
OTHER INFORMATION:			

OTHER ALLOWANCES & SUPPORT

SETTLING-IN:	AUD 1,000 paid prior to start date #
RE-SETTLEMENT:	AUD 1,200 paid at conclusion of placement # <i>#Payable only on volunteer assignments longer than six (6) months.</i>
SUPPORT:	<ul style="list-style-type: none"> ▪ Pre-departure Briefing in Melbourne & In-country Orientation on arrival ▪ Pre-departure vaccination expenses ▪ Visa expenses ▪ Airfares at the commencement and conclusion of the assignment, to and from Australian base. ▪ Pastoral care, assignment monitoring and security guidance from AVI Country Office ▪ Psychosocial and medical advice & support services ▪ Medical and emergency insurance and evacuation coverage. ▪ Some funding is available for approved accompanying dependants subject to safety risks- ask your recruiter for more information.

	<ul style="list-style-type: none"> ▪ Re-entry support services ▪ See the AVI Volunteer Guide Book for full details
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APPLICATION INFORMATION

Application Support and Enquiries

If you are interested in applying to become a volunteer, AVI Recruitment Consultants will work with you to provide context and information for self-assessment and research, guidance on the formal assessment and clearance steps, and opportunities for learning and networking to prepare for a successful assignment. You can contact and discuss your interest with a Recruitment Consultant at any time:

Toll Free: 1800 331 292

Email: recruit@australianvolunteers.com

Assignment Information, Selection Criteria and Recruitment Steps

Candidates for Australian Volunteers assignments are selected based on their likelihood to successfully meet the objectives of the assignment, in the context, culture and location of the host organisation and community.

Each assignment available for application will have a detailed Assignment Description available to down-load from the Advertisement page on the AVI web-site. We recommend that you research further relevant information from links and guidance within the assignment description, and through your own networks and information sources.

Full details of selection criteria used for assessing likelihood of success are included in each Volunteer Assignment Description, and on our website: <http://www.australianvolunteers.com/volunteer/what-we-look-for>

You can find an overview of the steps and time-lines involved in becoming a volunteer here:

<http://www.australianvolunteers.com/volunteer/steps-to-becoming-a-volunteer>

Application Instructions

The first step is a written application. We use the application information to assess if there is a sufficient match between the requirements of the host organisation and the applicant's skills, experience, qualifications and understanding of the unique role of an Australian Volunteer. If there are many applications that are sufficiently matched, we will rank the applications, and progress to screening and interview those candidates who have demonstrated the closest match.

Background: The decision to undertake an assignment with Australian Volunteers International entails making a substantial commitment both in terms of the significant period of time that you are prepared to be separated from your family, friends and familiar surroundings as well as a willingness to accept the challenges that living, working and learning in a demanding cross-cultural environment involves.

The making of such a decision therefore needs to be done in a considered and reflective way. We suggest that it should be based not only on a desire to 'give something back' or 'to make a difference' for example, but also on a realistic assessment as to whether the timing is actually right, for you, reflecting on what you anticipate gaining from the volunteering experience and what personal attributes you feel would be required to ensure that such an experience was a satisfying and effective one for yourself and for the host organisation and host community.

Written Application

1. **Response to Selection Criteria:** Please begin by writing your responses to the following three questions, in a document headed - Response to Selection Criteria:
 - a. **Why do I feel that volunteering overseas is the right thing for me to do at this time**

in my life? (up to half a page)

- b. **What are the biggest personal adjustments I'm likely to have to make to be accepted as a useful colleague and engaged community member in this assignment? (up to half a page)**
- c. **How I match the Essential Skills & Experience:** Write a brief summary of your most relevant experiences, results and achievements against each criteria in the Essential Skills & Experience section of the Assignment Description.
 - o *Use examples, particularly those that you think would be the most relevant to the assignment objectives, the duties, the host organisation context and the AVI personal competencies – the unique skills necessary for successful volunteering.*
 - o *Do not respond to the other Selection Criteria sections in the Assignment Description – Qualifications, Desirable Skills & Experience or Essential Personal Qualities – these areas will be covered during interviews and reference checks.*

2. **Resume:** Prepare a comprehensive and up-to-date Resume which includes the key dates of your professional history.

Lodge your application

- Log in or Register on the AVI Web-site.
- Open the Advertisement page of the assignment.
- Click on the Apply Now link at the bottom of the page. This link will only appear if you are logged in.
- Complete a few on-line questions and upload your two pre-prepared documents: Response to Selection Criteria and Resume
- You will receive an automatic email acknowledgement of your application. Please contact the Recruitment team if you do NOT receive this email or if you have any difficulties – recruit@australianvolunteers.com

Response to your application

You will receive advice on the progress of your application within three weeks from the Close of Applications date. Please contact the Recruitment team if you do NOT receive advice - recruit@australianvolunteers.com

Recruitment Principles

The needs of the Host Organisation drive our recruitment and selection practice. AVI is seeking the best available and most suitable volunteer to meet the needs of the Host Organisation.

AVI will assess applicants using merit based and transparent processes to select the best available candidate who has a reasonable chance of achieving the assignment objectives within the cultural and environmental context of the host organisation, in a manner consistent with the AVI Personal Competencies, and whose personal circumstances allow them to realistically commit to the full term of the assignment.

AVI respects the rights of the children in the communities in which we serve. Volunteer candidates will be asked to demonstrate their commitment to child protection practices and undergo police and background checks.

Flexibility is essential – there are low levels of predictability in all aspects of international volunteering.

If no candidate is able to demonstrate a reasonable likelihood of achieving the assignment objectives, or meeting the Selection Criteria, the assignment will be re-advertised or withdrawn.

There are significant potential health risks and other hazards - both foreseeable and unforeseeable - associated with participating in international volunteering. Volunteers, host organisations and AVI share responsibility for the management of risks associated with international volunteering. Throughout the

recruitment process, candidates will be informed of likely risks associated with volunteering, and provided with the opportunity to explore how these risks will affect their ability to commit. Volunteers accept that there is a shared responsibility for identifying, planning for and managing risks.

Volunteer candidates demonstrate their ownership of this responsibility by providing full disclosure of personal and health challenges that they may face in managing the risks of a Volunteer assignment so that appropriate support, risk management and insurance coverage can be arranged.

Starting your research

Australian Volunteers for International Development program:

www.ausaid.gov.au/volunteer

Travel Safety information:

<http://www.smartraveller.gov.au/zw-cgi/view/Advice/>

AVI Approach to Development:

www.australianvolunteers.com/about-us-/how-we-work

Australian Volunteers Code of Conduct:

<http://www.australianvolunteers.com/media/128555/avi-code-of-conduct.pdf>

AVI Child Protection Policy and Procedures

<http://www.australianvolunteers.com/media/128561/avi-child-protection-policy-v2.1.pdf>

<http://www.australianvolunteers.com/media/128558/avi-child-protection-procedures-dec10.pdf>

AVI Recruitment:

<http://www.australianvolunteers.com/volunteer/what-we-look-for.aspx>

<http://www.australianvolunteers.com/volunteer/steps-to-becoming-a-volunteer.aspx>

AVI Fact Sheets for Couples and Families Exploring Volunteering

<http://www.australianvolunteers.com/volunteer/faq.aspx#Can%20I%20take%20my%20partner>