

**Dairy Development Officer
Toloa, Tonga**

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request.

However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

GENERAL DETAILS

Assignment Title	Dairy Development Officer
Partner Organisation	Tupou College
Website of Partner Organisation	N/A
Duration of Assignment	12 months
Proposed Start Date	17 February 2020

1. PARTNER ORGANISATION OVERVIEW

Tupou College is Free Wesleyan Church of Tonga Boys low-fee paying boarding school whose purpose is the Secondary education of more than 900 boys. There is also a small Primary school on the campus and a large farm to supply foodstuffs for the boys and to provide a vital source of supplementary income. The Campus forms its own village community, Toloa.

The vision of the College is to develop students who are able to recognise their full potential and gain the confidence to embrace life and are encouraged with a love of learning.

The College is served by a large farm that incorporates:

- dairy production (It is the only functioning dairy in Tonga)
- food crops
- beef, sheep, pig husbandry

This farm is vital for the sustainability of the programs of the school both in terms of supporting food supplies but critically providing a significant supplementary source of income to allow the school to continue to do its educational and formational work of more than 850 boy

2. ASSIGNMENT OVERVIEW

The dairy facility at Toloa is the only commercial dairy in Tonga. The dairy is important to the nutrition needs of residents of Toloa (including 900+ Secondary school boarders) and is capable of producing a much higher volume to broaden the reach of fresh milk across the country. The College has access to substantial land that would enable the further development of the dairy herd and its production.

Through the input of someone with expertise in dairy development and in particular, increasing milk production, the dairy has the capacity to significantly serve the island.

Currently, the College has a Farm Manager with some experience in dairy production, but who manages a much wider scope than just the dairy. To have someone to assist in developing the

dairy and associated products, would significantly add to the value of this both economically and also socially. They would have dairy as a specific focus and would bring experience and expertise that is not currently available.

As this is the only commercial dairy in Tonga, very few local people have the knowledge, skills and expertise to do this work. It is envisaged the volunteer would mentor/train local personnel as a component of the role.

3. ASSIGNMENT OBJECTIVES

- Development of the capacity of local staff through the monitoring and assessment of current dairy practices and the development of an improvement plan for dairy breeding and production programs, including increasing capacity, and investigating opportunities for new product diversification
- Develop the capacity of staff through the provision of training and technical advice for program staff in pasture development.
- To ensure the **inclusion of all people** directly affected by the volunteer assignment in the course of your work with the partner organisation and host community, including implementing strategies that relate to:
 - a. promoting gender equality and empowering women,
 - b. disability inclusion, and
 - c. child safeguarding.

4. DUTIES AND RESPONSIBILITIES OF THE VOLUNTEER

In consultation with their line manager and relevant stakeholders, Australian volunteers complete a work plan in the first three (3) months of their assignment. The duties below are an indication of the type of work that may be involved in meeting the Assignment Objectives:

- Conduct a 360 review of the dairy practices alongside local staff, evaluating current practices
- Develop and implement staff training for farm and dairy workers
- Provide advice and training in pasture development and cow replacement schedules
- Assist in the development and implementation of a plan for improvement of dairy programs, including consideration of new dairy products.
- Assist in a scoping exercise for the potential future development of a small abattoir facility (If the volunteer has capacity in this field)
- Develop and/or maintain partnerships with local, regional and international organisations, local and national government, professional and peer networks.

5. SELECTION CRITERIA

Qualifications, Essential Skills & Experience

- Technical qualification with dairy farm development
- Minimum of 3 years' experience and have expertise in dairy production and management
- Minimum of 3 years' experience in pasture development practices (recent experience preferred)
- Experience in animal husbandry – with a focus on dairy herds
- Demonstrated capacity in pasture improvement practices

Desirable Skills & Experience

- If qualifications are available, either of the following Australian qualifications would be of benefit:
 - Dairy Farm Production Manager – Diploma of Agriculture
 - Dairy Farm Business Manager – Advanced Diploma of Agriculture
- Experience and/or expertise in development of new dairy product lines

6. ASSIGNMENT INFORMATION

Line Manager

Tupou College Farm Manager

Staff Supervision

N/A

Working Relationships

Tupou College Farm and dairy staff

Tupou College executive staff: Principal, Deputy Principals.

Hours & Days at the Partner Organisation

The expectation is that the volunteer will work the equivalent of a 5 day week (or days as per rotating schedule) to a maximum of 40 hours per week.

Leave Entitlements

All volunteers are entitled to 20 days leave per 12 months, unless otherwise advised.

Same conditions and terms as local colleagues apply, including national holidays.

Professional Indemnity Insurance

Professional indemnity insurance is required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment. On these assignments professional indemnity insurance must be provided by the partner organisation, Australian organisation (if applicable) or self-arranged by the volunteer as part of ongoing professional obligations.

For all other assignments, professional indemnity insurance is not automatically provided for Australian volunteers. You should consult your partner organisation about the need for professional indemnity insurance for your role prior to your departure. Where required and/or you consider it essential for you to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to your departure.

This assignment is not deemed to require professional indemnity insurance.

Other Conditions

If required to work after hours, volunteer is entitled to time off in lieu because there is no overtime pay provisions.

Language Skills and Level Required

Low. English is widely spoken in Tonga. It may be helpful for the volunteer to develop some capacity with Tongan language over time

Language Support

Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.

7. LIVING AS A VOLUNTEER

Island, situated beside the international airport and approx. 30 mins drive from the capital, Nuku'alofa.

Nuku'alofa Harbour is the island's only deep-water harbour, which determined its selection as the site for the capital. Buses and taxis are readily available and it is also possible to walk around the capital due to its small size and flat landscape. While bicycles are the preferred mode of transport for volunteers (cheaper cost of maintenance and no cost on fuel), it also comes with the challenge of dogs. There are also regular boat and air services available from Nuku'alofa to other islands. The temperature is generally warm, with a brief cool winter.

As the economic hub of the country, Nuku'alofa has a central business district and numerous marketplaces. Services such as banks, mobile reception and internet are accessible. The island features monuments, tombs, limestone caves and blowholes. The Tongatapu group of islands is home to coral reefs and tropical fish, creating opportunities for snorkeling, diving, fishing and whale watching.

The College is relatively self-reliant in relation to food and water and has reliable electricity and access to WiFi near school buildings. It functions as a deeply connected community with all staff living in houses supplied on site. Telephone access is reliable through either of the two carriers in Tonga. There are landlines at the school and mobile phones are widely used with good access. The community is part of the Free Wesleyan Church of Tonga and has a deep commitment to this with a remarkable chapel on site and expectations that visitors and volunteers will participate in and embrace the faith-based activities as part of the community.

Within the Toloa community, social activities are community-related with many school and church events. More widely, there are activities arranged through the Australian High Commission who provides proactive support for volunteers. There is a hotel nearby that has a restaurant, swimming pool, dayspa etc. that can be regularly accessed by expats by negotiation with the manager.

Cultural Tips

- The national language are Tongan and English as second language
- Casual, modest clothing is usually acceptable at the College. Men may also like to consider wearing traditional tupenu and ta'ovala. For school, women may consider wearing a traditional kiekie. However, they are expected to ensure their shoulders are covered and they wear skirts or dresses that extend to mid-calf or ankle. Trousers are appropriate for women to wear in town but not on the College site. Men do not wear shorts at work.
- Most Tongans are religious and attend church on a weekly basis
- Many shops and services will not be available on Sundays

8. ALLOWANCES & SUPPORT

These allowance levels are based on the Cost of Living in the host country location. Allowances will be reviewed periodically and may increase or decrease. Volunteers will be given notice of any change to the allowance level.

Living Allowance

\$1259 AUD per month

Accommodation Allowance

\$506 AUD per month

Housing

Assistance with the identification of suitable, secure and affordable accommodation will be provided by the In-Country Management Team.

The volunteer will be expected to live on campus at Tupou College. They will have access to accommodation in a local style house – usually timber or hardiplank with corrugated iron roof. The house will have a kitchen and bathroom/toilet with access to water, electricity and plumbing and fly screened.

While Tupou College community is a safe area for volunteers to live, locks can be provided

As a volunteer at Tupou College, housing is provided at a reduced rental rate as part of the College's support for the volunteer. The approximate cost for rental housing on Tongatapu is \$350AU/month. Tupou College will provide a supported rental rate for AVI volunteer at approx. \$250AU per month. Shared accommodation with another volunteer (culturally, this would need to be of the same gender) may be available if preferred. Tupou College will provide support for 50% of the electricity costs.

Other Allowances & Support

All Australian Volunteers program volunteers receive the following:

- Pre-departure Briefing in Melbourne
- In-country Orientation on arrival
- Pre-departure vaccination expenses

- Visa expenses
- Pastoral care, assignment monitoring and security guidance
- Return airfare to country of assignment
- Psychological and medical advice and support services
- Re-entry support services
- Settling in allowance (assignments longer than 6 months)
- Re-settlement allowance (assignments longer than 6 months)

9. PREPARING YOUR APPLICATION

As a part of your online application you will be required to answer the following questions through a video recording (if you are unable to submit through the online video due to accessibility please contact the Recruitment Coordinator).

Response to Selection Criteria

- a) Why do I feel that volunteering internationally is the right thing for me to be doing at this time in my life?
- 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?
- c) The Australian Volunteers Program is committed to ensuring the inclusion of all people directly affected by the volunteer assignment, such as the partner organisation and host community. What is your personal experience and/or understanding of social inclusion.
- d) How do I match the Qualifications, Essential Skills & Experience? Include your most relevant experiences, results and achievements responding to each of the selection criteria in Section 5.

Personal Circumstances Constraints

The Australian Volunteers Program recognizes and values the enhanced skills and expertise of returned volunteers as a result of their volunteering experience. The program is also designed to maximize international volunteering opportunities for all Australians. With this in mind, if a returned volunteer and a candidate who has not volunteered previously apply for the same role, preference will be given to the latter, providing they meet the personal and professional selection criteria for the role.

We are NOT able to accept applications from people with the following personal circumstances due to security, cultural, legal or visa restrictions in this location:

- Same sex partners who wish to accompany applicants as part of the program may face issues in applying for and being issued with a visa
- Applicants with a criminal record where a criminal conviction may be relevant to the inherent requirements of the assignment.

10. HOW TO APPLY

06

Assignment Description (AD) – Version 2.1 – 09/2019

All applications must be submitted online through the Australian Volunteers Program website. If you haven't already done so, you will need to register on our website prior to applying.

The Australian Volunteers Program is committed to increasing Indigenous participation, and we actively encourage applications from Aboriginal and Torres Strait Islander people. If you would like more information or support with your application, you can contact our Indigenous Programs Coordinator on indigenous.programs@australianvolunteers.com.