



Catholic Volunteers
Overseas

Level 1, Catholic Centre
22-30 Hill Street, Thorndon
Wellington 6144
PO Box 12-193, Wellington 6144

VOLUNTEER ASSISTANCE REQUEST

Partner Organisation Details

Organisation Name	DIOCESE OF TARAWA AND NAURU
Principal Contact	BISHOP PAUL MEA
Contact Details	Postal: PO BOX 79 BAIRIKI Telephone: 686 21279 Mobile: 730 40452 Email: bishop.paul.mea@gmail.com

Request

Assignment Description	<i>[Describe what you would like the volunteer to do]</i> <ul style="list-style-type: none"> • The volunteer will manage the administration and Bursar Offices for the Catholic diocese office. • He/She will write projects especially the Taiwan/ Kiribati government projects and the projects via the Nuncio NZ for Rome. The projects will have to be implemented and acquitted in the correct manner. • Answer all emails and correspondence. • Oversee all workers (8) in the office. • Check on the Catholic Work Shop. • Submit visas, book overseas air travel. • Pay the accounts for Seminarian students. • Oversee the maintenance worker and repairs to the diocese
Timeframe	Preferred start date: March 2018 depends on the volunteer Preferred end date: Dec 2020 Duration of placement: 2 years

Volunteer Expertise Required

What qualifications should the volunteer have?	A sound knowledge of bookkeeping and able to write projects. To implement the projects and acquit the projects
What experience should the volunteer	Also managerial skills



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have?	
Does the volunteer need an understanding of the local culture prior to placement?	It would be a good idea to know the culture of the local people. We could arrange for the person to attend a Palms Volunteer Course in Australia
What language would the volunteer be using?	English and the local language. Gilbertese
What other skills would be useful?	Patience

Partnership Structure

What organisation or institution will the volunteer be working with?	Diocese of Tarawa and Nauru
Who will the volunteer be working with?	All the Administration staff
How is the volunteer assisting with building local capacity (training local people, improving skills etc.)?	In every working day you teach at least one person new skills. They need more computer and English skills.
Have local people been consulted in the formation of this assignment?	There has been an expat working in the Diocese office for the past 40 years or more.
What assessment of the social impacts (including gender) have been made?	Male and female in the office are equal.
What assessment of the environmental impact have been made?	



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What is the expected cost of this assignment?	<i>Rent is free and gas and electricity are paid for. At present the Volunteer receives an allowance \$100 per week. This will have to be reviewed</i>
What other resources are required?	<i>If any, please state.</i>
Approval from the Diocesan Bishop is required.	<i>Please attach evidence (e.g. Bishop's signature or a letter).</i>

Volunteer Contract Terms

Wage Payment What is the remuneration being offered? Is there a local salary or wage attached to the position?	The volunteer at present receives an Allowance of \$100 weekly. This could be reviewed.
Accommodation Please describe: <ul style="list-style-type: none"> • Type of dwelling • Shared or independent? • Availability of electricity • Running water and toilet facilities • Fridge/cooking facilities • Access to shops/markets/supplies 	<ul style="list-style-type: none"> • A simple Independent permanent building flat. • Independent • Yes electricity • Yes running water and toilet facilities • Yes fridge/Two burner gas stove • Shopping is close by. Buses run regularly and reasonably priced
Food Will meals be provided? (Please give details –which meals, and with who?)	Meals will not be provided
Transport Is there a vehicle/transport available for independent use? Please describe.	No transport. Local buses are frequent.
Health Care What access is there to medical/health services?	All medical/health is free.