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| Paramedic Officer – Major Events & Incidents Port Moresby, PNG |

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.

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 This assignment may be amended or withdrawn to reflect changes in circumstances.

## General details

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| Assignment Title | Paramedic Officer- Major Events & Incidents |
| Host Organisation | St John Ambulance |
| Website of Host Organisation | www.stjohn.org.pg |
| Duration of Assignment | 6 months |
| Start Date | August, 2018 |
| AVI Assignment Code | 10539599 |

### HOST ORGANISATION OVERVIEW

St John Ambulance (STJA) supports National Department of Health in Papua New Guinea, in the coordination of 24-hour ambulance services.

In Papua New Guinea, the St. John Ambulance Service reaches about 30, 000 people every year. There are more than 20 operational vehicles and two ambulance stations. There is an increasing demand for coordinated ambulance services. St John is helping provincial and district government in PNG to roll out new ambulance stations and services across the country in partnership with the Department of Health.

St John Ambulance’s vision is to empower communities with coordinated prehospital care.

The main activities of St. John Ambulance includes:

* Ambulance Services
* Event Health Services (Special events and Disaster Emergency response)
* First Aid Training – Commercial and Community First Aid Training and First Aid Kits
* Medical Evacuation and Helicopter retrieval

### ASSIGNMENT OVERVIEW

St John Ambulance PNG has been through immense change over the past two years to become a modern ambulance service. The support of experienced paramedic and ambulance managers has already had lead to tremendous progress.

SJA PNG needs additional paramedic support in major event planning and preparation of regional expansion of ambulance services, paramedic training and operations management in partnership and/or on behalf of the National Department of Health. Local candidates do not yet have the clinical and operational expertise to manage the projects.

### ASSIGNMENT OBJECTIVES:

* To develop management structures and training programs for major events, major incidents and disasters
* To assist with ambulance planning and coordination roles for the APEC World Leader’s Summit
* To ensure the **inclusion of all people** directly affected by the volunteer assignment in the course of your work with the host organisation and host community, including implementing strategies that relate to:
  + promoting gender equality and empowering women,
  + disability inclusion, and
  + child safeguarding.

### 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:

1. Oversee the development for successful implementation of a suite of major incident, major event and emergency management policies, procedures and structure
2. Coordinate and manage specific clinical, operational or strategic projects as assigned
3. Assist with ensuring quality clinical governance
4. Provide emergency response, paramedic care mentoring from time to time – in accordance with program policy and guidelines
5. Develop and/or maintain partnerships with local, regional and international organisations, local and national government, professional and peer networks.

### Selection Criteria

#### Qualifications, Essential Skills & Experience

* Tertiary qualifications relevant to paramedicine or emergency management
* Certificate to Practice or Registration as a paramedic or medical officer in an Australian statutory ambulance service (e.g. NSW Ambulance, St John Ambulance Western Australia)
* Experience in project management and implementation
* Ability to write and communication complex medical operations plans and attention to detail
* Proven ability to work effectively as a team leader and mentor up and coming leaders

***Desired skills and experience***

* Experience working or mentoring in cross cultural setting

### ASSIGNMENT INFORMATION

#### Line Manager

Commissioner

#### Working Relationships

Member of the Operations Management team

#### Hours & Days of Employment

Normal hours are 09.30am to 5.30 pm, Monday to Friday.

#### Leave Entitlements

The same conditions and terms will apply to the volunteer, however, as a minimum, volunteers will accrue 1 week of annual leave for each 3 months of work*.*

#### Other Conditions

Ambulance emergency work may occur at any time outside of these hours. The volunteer may choose to participate in this work provided it is safe to do so and the volunteer has rested adequately, and if the work falls within the program security guidelines. This will need to be discussed with program staff and St John Ambulance when the volunteer begins the assignment.

The volunteer will be required to register with the PNG Medical Board prior to arrival in country.  St John Ambulance will facilitate this process.

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#### Language Skills and Level Required

#### Low

#### Language Support

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

### LIVING AS A VOLUNTEER

Port Moresby is a modern city with a comprehensive social life and plenty of expatriates and friendly locals with whom to socialise. There are many modern luxuries including major supermarkets, pharmacies, department stores, cafes and restaurants. The local coffee and chocolate is excellent – very suitable for a fussy coffee-drinking paramedic.

St John Ambulance is a well-respected, well regarded organisation in Papua New Guinea. While violence in PNG is not uncommon, there is no direct threat towards ambulance workers. Communities are known to be protective and highly supportive of ambulance officers performing their work, even in more challenged settlements.

People working in PNG need to aware of the reasonable risks of living in PNG, and the restrictions of operating as a volunteer in Port Moresby, including not being permitted to drive for business or private purposes. St Johns will provide transport to and from work, while the program provides security transport outside of work hours.

### 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

AUD $1300.00 per month

#### Housing

AVI lease’s long-term accommodations for volunteer in Port Moresby and the monthly rentals are covered by AVI on behalf of the volunteer. Your House/Unit is secured and will have a running water, shower/Toilet and will contain basic furniture.

#### Housing is scarce throughout PNG, so the volunteer should expect to share accommodation with other volunteers during their placement

#### Other Allowances & Support

All 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).

### PREPARING YOUR APPLICATION

Please begin by writing your responses to the following four (4) questions, in a document headed -

#### Response to Selection Criteria

1. Why do I feel that volunteering internationally is the right thing for me to be doing at this time in my life? (up to half a page)
2. 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)
3. The program is committed to ensuring the inclusion of all people directly affected by the volunteer assignment, such as the host organisation and host community. What is your personal experience and/or understanding of [social inclusion](https://avid.avi.org.au/documents/80/AVID_Social_Inclusion_Mar2017.pdf)?
4. How do I match the Qualifications, Essential Skills & Experience? Write a brief summary of your most relevant experiences, results and achievements responding to each of the selection criteria in Section 5.

#### Personal Circumstances Constraints

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:

* Applicants with accompanying children
* 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 partners to whom they are not legally married and who wish to accompany applicants as part of the program may face issues in applying for and being issues with a visa
* Applicants with a criminal record where a criminal conviction may be relevant to the inherent requirements of the assignment. (Note: this is standard for all assignments.)

To find out more details about preparing your application, please visit:

<https://www.australianvolunteers.com/4-steps-to-volunteer/preparing-to-volunteer/>

To find out more details about the personal competencies required to be a volunteer, please visit:

<https://www.australianvolunteers.com/4-steps-to-volunteer/preparing-to-volunteer/>

### HOW TO APPLY

All applications must be submitted online. If you haven’t already done so, you will need to register on our website prior to applying.

Once completed, please visit <https://www.avi.org.au/> log in, select the assignment you are interested in and follow the prompts at the end of the page.