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| Paramedic Project Officer – Emergency Care & Regional OperationsPort 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 This assignment may be amended or withdrawn to reflect changes in circumstances.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 Project Officer – Emergency Care & Regional Operations |
| 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 | 10539658 |

### HOST ORGANISATION OVERVIEW

St John Ambulance (SJA) is a statutory body and state agent that supports the Government of Papua New Guinea in the in the coordination of ambulance services.

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 working alongside provincial and district governments develop prehospital care and open ambulance stations and services across the country in partnership with the Department of Health.

St John Ambulance’s vision is to deliver outstanding prehospital care where it’s needed, when it’s needed, every time.

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 the planning and preparation of regional expansion of ambulance services 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 implement a sustainable ambulance service and aeromedical retrieval model for target regional areas of Papua New Guinea.
* To develop a Community Ambulance Volunteer Responder program (including training package) for local health workers at local clinics
* 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. Lead and assist the development and implementation of a sustainable regional ambulance service model.
2. Coordinate and manage specific clinical, operational or strategic projects as assigned by the Commissioner
3. Provide emergency response, paramedic care mentoring to other ambulance staff and managers from time to time in accordance with program security guidelines
4. Assist with ensuring quality clinical governance and reporting

### Selection Criteria

#### Qualifications, Essential Skills & Experience

* 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)
* Tertiary qualifications in a relevant field of paramedicine, business or emergency management.
* Demonstrated experience in project management and implementation
* Experience leading a team
* Proven ability to mentor junior clinicians

#### Desirable Skills & Experience

* Can speak Tok Pisin or other local language (not essential)
* Experience working in cross cultural setting

### ASSIGNMENT INFORMATION

#### Line Manager

Commissioner/Chief Officer

#### Working Relationships

Member of the Operations Management team

#### Hours & Days of Employment

Normal hours are from 09.00am to 5.00 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.

#### 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.

Volunteers 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 a motor vehicle ( personal or business). St Johns will provide transport to and from work, while the program will provide security transport for outside of working hours acitivities.

### 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

#### Accommodation Allowance

AUD $0.00 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.

#### Good houseing 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.

AVI encourages Aboriginal and Torres Strait Islander people to apply for this assignment.