

<p>Title / Duration / Visa</p> <p>Project Assistant: Middle east and Pakistan Februrary to April 2024</p> <p>Felm tutor / Partner tutor: Felm Program Manager</p>	<p>Partner / Location</p> <p>Volunteer will be based in Felm Cyprus office in Limassol. The Felm office is responsible of full coordination and management of Felm implemented work and partnership in the region. Volunteer will be work under Program Manager responsible of the Middle-East and Pakistan. The thematic areas of focus are peacework and strengthening children’s rights.</p>
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<p>Objective and duties of Volunteer</p> <ul style="list-style-type: none"> - Assisting task of project management; - To conduct analysis of chosen themes; - Assisting in project cycle, especially annual reporting (regional and global level) - Participate on project planning, monitoring and evaluation - Other administrative tasks 	<p>Short description of the tasks</p> <p>Volunteer will support Felm in project management and administration at the regional office in Limassol, Cyprus. They will be responsible to conduct or produce analysis and background papers of relevant thematic areas and assist in project management and (PME= planning, monitoring and evaluation) of Felm work in the area, especially reporting. Position enables person to get deeper into regional level result management. There might also be some cooperation with partners in order to improve Felm supported work in the region, depending on the needs.</p>
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Competence / Qualifications / Language requirements:

- Fluent level of English;
- Ability to work independently;
- Interest and some experience of project management;
- Flexibility and positive attitude;
- Motivation to learn and develop Felm work in the region;
- Ability to work in multicultural environment
- Culture and religious sensitivity;
- Master level of education in relevant field of study (social sciences, development studies, peace studies, political science etc.);

Benefits and commitments: (please do not change or remove the text)**Felm country office**

- Providing the tasks, materials and instructions for the Volunteer before volunteer period
- Felm will cover in-country expenses related to the volunteer task, such as work-related travel, sim-card and computer if necessary at work, etc.
- Advising the applicant with visa-procedures and providing Volunteer with visa invitation letter, and cover the costs if Volunteer needs extension of visa
- Providing a personal tutor and a draft program for the Volunteer period (incl. tutor discussions, starters session, mid-term discussion and evaluation session)
- Accommodation (furnished apartment or bedroom with shared kitchen and toilet)
- Introducing the Volunteer to Felm's partners work in the project areas

Felm Helsinki office

- Recruiting a suitable Felm Volunteer
- Providing the tasks, materials and instructions for the Volunteer
- Orientation session
- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children
- Small reimbursement of expenses

Felm Volunteer

- Following the FELM Volunteer agreement and its guidelines
- Following the Code of Conduct and Safety Instructions of LWF and tutor's instructions in destination
- Purchasing his/her own travel tickets from Finland to the country of placement and visa
- Obtaining a health certificate before departure
- Taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, first visa, baggage insurance, not work related travel, food, laundry and other personal expenses)
- Commitment to provide feedback
- Commitment to take part in parish visits after returning to Finland (organizing by Felm)

Lähde liikkeelle –course is a prerequisite for applying to Felm Volunteer tasks.

Full-time students attending the Felm Volunteer program are eligible for trainee status.