

## FELM VOLUNTEER POSITION

<p><b>Title / Duration / Visa</b></p> <p><b>ELCIN Felm Volunteer 2018</b> ELCIN finance consultant</p> <p><b>2x 3 months</b> February-April</p> <p><b>FELM tutor:</b> Ilkka Repo <b>Partner tutor:</b> Finance Director Eino Nangula</p>	<p><b>Partner / Location</b></p> <p><b>The Evangelical Lutheran Church in Namibia (ELCIN)</b> The Evangelical Lutheran Church in Namibia (ELCIN) is the old partner of Felm. It has more than 700.000 members. ELCIN Head Office is situated in Oniipa, northern Namibia.</p>
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<p><b>Objective and duties of Felm Volunteer</b></p> <p>-ELCIN Finance consultant will train and help the book keeper to build his/her capacity in the field of accounting.</p>	<p><b>Short description of the tasks</b></p> <p>-building the capacity of the ELCIN book keeper/ accountant -assisting with other duties -participating in the weekly programs of ELCIN finance office</p>
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<p><b>Competence / Qualifications / Language requirements:</b></p> <ul style="list-style-type: none"> <li>-meet the requirements of the Felm Volunteer program</li> <li>-a mature Felm Volunteer with skills and competence in accounting</li> <li>-minimum language requirement: good written and spoken English</li> <li>-beneficial/preferred: experience in parish finances</li> </ul>
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<p><b>Benefits and commitments:</b></p>
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**Felm and ELCIN**

- providing the tasks, materials and instructions for the Felm Volunteer
- advising the applicant with visa-procedures and providing Felm Volunteer visa-invitation letter
- providing a personal tutor and a draft program for the Felm Volunteer period (incl. tutor discussions: starters session, mid-term discussion and evaluation session)
- transportation: from and to the Windhoek int.airport + transportation related to Felm Volunteer tasks
- accommodation: at Felm Old Mission house with a toilet, bathroom, kitchen facilities, water and electricity
- introducing the Felm Volunteer to Felm's / partners other work at the area

**FELM Helsinki offices**

- partner and objective based needs assessment in recruiting a suitable Felm Volunteer (applicants hold a certificate of Felm's education)
- daily food allowance
- orientation session and feedback session

**FELM Volunteer**

- following the Felm Volunteer agreement and it's guidelines
- following the tutors instructions
- taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, visa, travel insurance, local travel not related to Felm Volunteer tasks and spending money)
- commitment to provide feedback
- commitment to take part in 2-3 parish visits after returning to Finland

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

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