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| <p>Title / Duration / Visa</p> <p>Felm Middle-east and Pakistan Regional office Cyprus, Limassol</p> <p>Felm Volunteer 2021 Project Assistant</p> <p>1 positions 3 months period between September till December</p> <p>Felm tutor / Partner tutor: Felm Program Manager</p> | <p>Partner / Location</p> <p>Volunteer will be based in Felm Cyprus office based in Limassol. Office is responsible of full coordination and management of Felm implemented work and partnership in the region. Volunteer will be work under Felm Program Manager responsible of the Middle-East and Pakistan. Thematically areas is focused on peace work and strengthening children’s rights.</p> |
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| <p>Objective and duties of Felm Volunteer</p> <ul style="list-style-type: none"> - Assisting task of project management and regional administration; - To conduct analysis of chosen themes; - Assisting in annual reporting (regional and global level) - Participate on project planning, monitoring and evaluation - Additional assignments based on volunteers work or academic background | <p>Short description of the tasks</p> <ul style="list-style-type: none"> - Volunteer will be responsible of conduct or produce analysis and background papers of relevant thematic areas and assist in project management and (PMEL= planning, monitoring, evaluation and learning) of Felm work in the area. Position enables person to get deeper into global and regional level result management and cooperation with partners in order to improve Felm thematic work in the region. |
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| <p>Competence / Qualifications / Language requirements:</p> <ul style="list-style-type: none"> - Good 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 |
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- 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: Felm

- providing the tasks, materials and instructions for the Felm Volunteer
- Full guidance of Felm Program Manager
- Accommodation in separate apartment in Limassol.

Felm Helsinki offices

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

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 to Felm regional office and Helsinki headquarters
- commitment to take part in 2-3 parish visits after returning to Finland

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

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

Felm¹⁸⁵⁹