

<p>Title / Duration / Visa</p> <p>FELM Volunteer 2021</p> <p>Project Officer</p> <p>6 months</p> <ul style="list-style-type: none"> - No VISA requirements <p>FELM tutor: Janetta Vettenranta/ Regional Manager Manager</p> <p>Partner tutor: Sophia Evangelou/ Human Resources Manager</p>	<p>Partner / Location</p> <p>SAT- 7/Headquarters Nicosia/ Cyprus</p>
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<p>Objective and duties of FELM Volunteer</p> <ul style="list-style-type: none"> - Manage and develop the portfolio of SAT-7 social-impact and other media projects. - Develop strategic proposals for social-impact and other programs in cooperation with all relevant SAT-7 stakeholders, to be submitted for funding. - Monitor and manage the correct implementation of the media projects. - Manage and ensure the necessary reporting and auditing of projects carried out with restricted funds. - Oversee research related to measurement of the success of different media projects. 	<p>Short description of the tasks</p> <p>The Projects Officer is responsible for supporting the Projects Management Team with managing the portfolio of strategic SAT-7 social-impact and Christian projects that are supported by restricted funds. The Projects Officer will be working for the development of strategic media project proposals, the oversight and coordination of projects, as well as relevant donor reporting.</p>
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- Ensure the correct functioning, monitoring and update of the Projects Management System to respect the complete process of the Projects Management Lifecycle.

Competence / Qualifications / Language requirements:

- Be sympathetic and enthusiastic about the purpose and goals of SAT-7.
- A relevant university degree is required (e.g. Social Sciences, Political Sciences, International Relations, International Development Studies, Conflict and Peace Studies)
- Good interpersonal and cross-cultural skills.
- Professionalism, energy and integrity.
- Experience in management, media for development, project monitoring (including oversight of evaluation research) and the coordination of projects supported by restricted funds.
- Good knowledge of general management of media and social impact projects conducted with restricted funds.
- Good understanding of Donor needs with regards to proposals and reporting requirements.
- Excellent organizing skills and ability to multi-task under tight deadlines
- Ability to work well with staff from different cultures
- Knowledge and understanding of advocacy work and theories of change through media projects, and their development in coordination with on the ground NGO's where relevant.
- Knowledge and understanding of the thematic areas of disability, women and children's issues, as well as formal and informal education are an advantage, especially where such experience has been in the Middle East or North Africa.
- Knowledge of and work experience in the Middle East an advantage, especially if this experience has been in media or the management of social impact projects. Knowledge of regional NGO's and social project networks also an advantage.
- Television and social Media skills.
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Excellent command of English, written and oral.
- Relevant computer skills required for completing the listed tasks.

Benefits and commitments:**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 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 including additional financial support.