

<p>Title / Duration / Visa</p> <p>Program Support Officer 1st January – 30th September, 2020</p> <p>Felm tutor / Partner tutor:</p>	<p>Partner / Location : Djibouti (Djibouti Vlle, Ali Sabie)</p> <p>The Lutheran World Federation/ World Service (LWF) was invited by UNHCR to join other organizations in providing humanitarian assistance and protection to refugees in Djibouti in 2009. The programmatic approach has included education, livelihoods, community services and child protection and has been supported throughout the 10 years with funding from UNHCR, UNICEF, EU-ECHO, ACT Alliance partners (ALWS, COS, GNC, and DKH), and currently also Polish Humanitarian Agency and the US Embassy in Djibouti. LWF works in Djibouti in the HolHol, AliAddeh and Markazi refugee camps, and in Djibouti ville among urban refugees.</p> <p>After over 10 years of successful implementation of programs in Djibouti and a very successful handover of education programming in 2017/2018 to the Government of Djibouti, LWF is ready to conclude its program in the country. The decision to conclude the program is in line with 2016 UN resolution on Global Compact on Refugees that guided the elaboration of the Comprehensive Refugee Response Framework. Among other elements, the framework emphasizes the mandate of the National Governments in managing of refugee assistance and protection within their jurisdictions.</p>
<p>Objective and duties of Felm Volunteer</p> <p>A program closure process is human capital intensive and preferably requires the support of an outsider who does not have a history and long term previous engagement with the organization. A skillset that combines the capacity to manage a process and be close to the staff is needed. To ensure an organized program closure, LWF is therefore looking for a Program</p>	<p>Short description of the tasks</p> <ul style="list-style-type: none"> Assist in preparing and engaging in regular weekly briefings with staff to listen to their concerns and keep them informed of the process. Assist in addressing concerns that come up.

support officer to assist the program management in Djibouti in key aspects of program closure.

The Program support officer is expected to:

- Assist the management in coordination with the national staff (Human Resources and administration) in ensuring that LWF adheres to national legal obligations when closing its program presence in the country.
- Assist in continuous relationship management between LWF and partners including NGOs, Government, UN Agencies and private sector where applicable.
- Assist in closure budget implementation and monitoring.
- Assist in inventory and assets management and disposal.
- Assist in human resource management and staff exit.
- Assist in project and program documentation.
- Assist with professional communication

- Prepare and actively participate in meetings with partners and keep them informed with the program closure process.
- Develop advertisements for disposal of assets with the logistics officer.
- Hold weekly meetings with finance officer to monitor the budgets.
- Engage in preparing periodic reports regarding the process of closing the program for discussion with the LWF Kenya/Djibouti/Somalia Country representative and Management Team (Nairobi) and LWF Regional Program Coordinator (HQ).

Competence / Qualifications / Language requirements:

- An understanding of NGO operations
- Basic financial planning and management skills
- Relationship management skills
- Basic understanding of Assets Management
- A good understanding of human resources management
- Basic understanding of the Horn of Africa refugee situation
- Interest to learn about the local culture, practices and political and legal environment
- Proficiency to work both in English and French

Benefits and commitments: Felm and partner ELCT:

- Continuous understanding of the closure process

- Mutual learning from undertaking the process
- Smooth and reputable exit of the process
- Documentation produced for mutual learning

Felm and partner ELCT

- 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 (incl. tutor discussions: starter session, mid-term discussion and evaluation session)
- transportation in-country + transportation related to FELM Volunteer tasks
- accommodation with a western toilet, bathroom, kitchen facilities, water and electricity; and
- introducing the Felm Volunteer to LWF work in Djibouti

Felm Helsinki offices

- partner and objective based needs assessment in recruiting a suitable FELM Volunteer
- orientation session; and
- feedback session.

Felm Volunteer

- following the Felm Volunteer agreement and its guidelines
- following the tutors' instructions
- taking care of all personal expenses and arrangements other than mentioned above (own international airfare, visa, travel insurance, local travel not related to Felm Volunteer tasks and pocket expenses)
- commitment to provide feedback; and
- commitment to take part in 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.

