

<p>Title / Duration / Visa ICT Support to LWF Central Africa Region based in Cameroon (support visits to Chad and Central Africa Republic)</p> <p>Felm tutor / Partner tutor:</p> <p>From LWF:</p> <ul style="list-style-type: none"> ▪ Philbert Habonimana, LWF Cameroon Country Representative ▪ Clovis Mwambutsa, Regional Programme Coordinator, LWF Geneva 	<p>Partner / Location</p> <p>LWF Cameroon, based in Meiganga with visits to neighboring country programs (Chad and Central Africa Republic)</p>
<p>Objective and duties of Volunteer</p> <p>LWF World Service is in the process of rolling out the use of digital data collection and management tools as part of the overall digitalization strategy. At the same time, SharePoint, Teams and other tools are being introduced to the LWF.</p> <p>In this process, a FELM volunteer could help setting up the system and give guidance on the strategic directions and implications. Which parts of the system to support, can be determined by the profile of the volunteer and the specific needs of the country programs. The person will not only help in setting up the system, but will also provide training for basic digital tools use to staff.</p>	<p>Short description of the tasks</p> <ol style="list-style-type: none"> 1. Based on the analysis of the current IT set up and knowledge (IT inventory), the volunteer develops scenario for specific parts of the system, such as digital data collection/visualization of data (Power BI or others) 2. Around the O365 Windows Package: Support the Knowledge management with Share point, or teams 3. Capacity building of the teams in view of improved digital literacy and use of ICT. 4. Assist in documenting the business processes in using certain tools and digitalized processes 5. Optional: Linking existing data and information to the Website and Social Media 6. Details would be agreed upon with the hosting Country Program depending on the in house capacities.

Competence / Qualifications / Language requirements:

ICT background with a combination of knowledge of both infrastructure and Project management/PMER softwares

Knowledge of French is required for this position

Training and advisory skills

Ability/willingness to travel to remote places where resources are limited

Competence

Benefits and commitments:

LWF

- Providing the tasks, materials and instructions for the Volunteer
- LWF 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 LWF's partners work in the project areas
- Small reimbursement of expenses

Felm Helsinki office

- Recruiting a suitable Felm Volunteer (in co-operation with LWF)
- Orientation session
- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children

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.