



<p><b>Title / Duration / Visa</b>          Grants and Communications Officer          Six month to a year; one year          Work permit for volunteer</p> <p><b>Felm tutor / Partner tutor:</b>          LWF:</p> <ul style="list-style-type: none"> <li>▪ Sophia Gebreyes, Country Representative, Ethiopia</li> <li>▪ Endeshaw Mulatu, Program Coordinator, Ethiopia</li> <li>▪ Lokiru Yohana, Regional Program Coordinator, Geneva</li> </ul>	<p><b>Partner / Location</b></p> <p>LUTHERAN WORLD FEDERATION          P.O. BOX 40132          Arada Sub City, District 06, House No. 431          ADDIS ABABA          ETHIOPIA          Tel: 251 111553288/550308  <a href="mailto:Lwf.ethiopia@lutheranworld.org">Lwf.ethiopia@lutheranworld.org</a>          Ethiopia.lutheranworld.org</p> <p>The volunteer will be based in Addis Ababa, Ethiopia, with frequent travels to project locations.</p>
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<p><b>Objective and duties of Felm Volunteer</b></p> <p>LWF Ethiopia is looking for a volunteer who has a background and experience in grants management and/or communications. Working under the supervision of the Program Coordinator, the successful candidate will support the program unit in concept notes and proposals writing, project monitoring and report writing, and communicating results, outcomes and good practices to diverse audiences through newsletters, stories, social media posts and the use of websites.</p>	<p><b>Short description of the tasks</b></p> <ul style="list-style-type: none"> <li>○ Support the Program Team in planning, implementation, monitoring and reporting according to grant agreements, especially for projects funded by institutional donors.</li> <li>○ Support in editing project reports in English</li> <li>○ Writing human interest and significant change stories</li> <li>○ Photographing, interviewing and documenting project activities and best practices</li> <li>○ Develop GPS mapping for all physical infrastructures built by LWF</li> <li>○ Generating material for social media and website updating and other targeted external communication</li> </ul> <p>Performing these tasks will involve field trips to LWF project areas.</p>
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**Competence / Qualifications / Language requirements:**

- Background in social studies, international development and/or communications
- 2 to 5 years' experience in the above ideal
- Excellent proficiency in English, knowledge of Amharic will be an advantage
- Lived in experience in and exposure to developing countries an advantage

**Benefits and commitments: Felm and partner LWF****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 Ethiopia

**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 Lähetysten esikoulutus –course is a prerequisite for applying to Felm Volunteer tasks.



THE  
LUTHERAN  
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FEDERATION

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