

<p>Title / Duration / Visa</p> <p>Felm Middle-east, Pakistan, North and Western Africa</p> <p>Project and Communication Assistant: Senegal and Mauritania</p> <p>1 position</p> <p>Spring 2023</p> <p>Felm tutor / Partner tutor: Felm Senior Program Manager</p>	<p>Partner / Location</p> <p>Volunteer will be based in Felm office in Dakar Senegal. Office is responsible of full coordination and management of Felm implemented work and partnership in the western Africa. Volunteer will be work under Senior Program Manager responsible of the Senegal and Mauritania. Thematically area is focused on first language work and strengthening children’s rights. Some of the duties might also be done for supporting regional level management.</p>
<p>Objective and duties of Felm Volunteer</p> <ul style="list-style-type: none"> - Assisting task of project management; - Assisting communication tasks - To conduct analysis of chosen themes; - Assisting in annual reporting (country level) - Participate on project planning, monitoring and evaluation. 	<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 (PME= planning, monitoring and evaluation) of Felm work in the area. Position enables person to get deeper into regional level result management and cooperation with partners to improve Felm supported work in the region. Work also includes tasks related to organizations communication needs which may include Facebook updates, interviews, stories, photos etc.

Competence / Qualifications / Language requirements:

- Good level of English;
- Sufficient level of French;
- Ability to work and travel 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
- Culture and religious sensitivity;
- Master level of education in relevant field of study (social sciences, communication studies, development studies, peace studies, political science etc.);

Benefits and commitments: Felm

- providing the tasks, materials and instructions for the Felm Volunteer
- advising the applicant with visa-procedures and providing Felm Volunteer visa-invitation letter
- Full guidance of Felm church cooperation manager
- accommodation in separate apartment.

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 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.