



EU Aid Volunteers for Resilience and Response Capacities of vulnerable communities through the deployment of EU Aid Volunteers

Junior EU Aid Volunteer in Administration and Finance in Georgia

Junior

— 1 positions

Deployment dates:

16/11/2020 - 15/09/2021

Europe And Central Asia

Western Asia

Georgia

Lead organisation:



ACCIÓN CONTRA EL
HAMBRE

Closing date:

22/08/2020

The EU Aid Volunteers is an initiative of the European Union. It brings together volunteers and organisations from different countries, providing practical support to humanitarian aid projects and contributing to strengthening the local capacity and resilience of disaster-affected communities. Participants in the EU Aid Volunteers initiative must be over 18 years of age and be a citizen of an EU Member State or a long-term resident in the EU.

DESCRIPTION

The EU Aid Volunteers project aims to strengthen the resilience and response capacity of vulnerable and disaster affected communities through the deployment of EU Aid Volunteers. EU Aid Volunteers deployment opportunities will be offered to 40 people in Colombia, Guatemala, Peru, Bolivia, Nicaragua, Senegal, Niger, Burkina Faso, Mozambique, Philippines, Georgia, Palestine, Lebanon and Cambodia.

Through their volunteering deployments, EU Aid Volunteers will support the sharing of good practices and lessons learned around disaster risk management, Early Warning System, logistic chain in emergency response and resilience in vulnerable communities, and help to boost and strengthen the humanitarian skills and capacities of a range of humanitarian actors.

The expected impact of the project is fully oriented to a whole process of skills creation and knowledge reinforcement, suitable to generate change on preparedness and resilience mechanisms among vulnerable populations, technicians and authorities at different levels, based on an active collaboration of key private and public humanitarian actors.

EU Aid Volunteers from a wide range of backgrounds will be deployed for periods between 2 and 12 months depending on the profile and needs of each participating non-EU country.

More information available here: https://webgate.ec.europa.eu/echo/eu-aid-volunteers_en/eu-aid-volunteers-resilience-and-response-capacities-vulnerable-communities-through-deployment-eu-aid_en

In the framework of this project AAH deploys 2 EU Aid Volunteers to South Caucasus. To know more EUAV opportunities in this and other countries with AAH please consult this page:

<https://www.accioncontraelhambre.org/es/euaidvolunteers>

Operational details & security context:

Humanitarian Context

The extensive socio-economic transformation undertaken over the last decade by transition countries in the South Caucasus, some consequences of this transformation represent barriers to socio-economic growth and livelihoods sustainability and include among others: frozen conflicts and protracted marginalization of IDPs and returnees; weakness of regional and local development strategies, poor civil society awareness on policies, limited local governments' capacity and availability of resources to implement development plans; scarce engagement into productive activities in rural areas; degradation of natural resources; inadequate framework and strategies for disaster risk reduction and poor access to water facilities.

Action Against Hunger has been present in the South Caucasus since 1994. In the first years of operations the work focused on emergency and postemergency interventions targeting mainly IDPs; then interventions progressed towards rehabilitation initiatives in response to a changing socio-economic environment. Currently the strategies in the region center on supporting vulnerable households for the improvement of their socio-economic conditions and increased livelihoods security, resilience and sustainability. Strategies include the provision of technical and financial assistance for the establishment of agricultural extension services and agricultural training centers, community lead rural development (LEADER approach), the development of small and medium enterprises in agricultural and non-agricultural sectors as well as the transfer of participatory methodologies for fighting unemployment and mitigate impact of disaster. Action Against Hunger South Caucasus is one of the few international actors able to operate on both sides of the divide with Abkhazia. The mission is comprised of professional staff which are enthusiastic to work as a team and have shown openness to pilot new innovative initiatives in the field. The mission operates in the region through 4 field offices and a coordination office in Tbilisi.

Security conditions

The Mission has been rated with Yellow colour according to the Risk Management Policy, except Abkhazia, which is rated with Orange colour. Georgia is a middle income country and with high poverty and high unemployment. Georgia has two break away regions of Abkhazia and South Ossetia where there is little socio-economic development, but high poverty prevails in all of Georgia.

Due to security reasons, during the deployment EU Aid Volunteers are not allowed go to Abkhazia and South Ossetia.

Health

Action against Hunger is aware of the growing concern generated by COVID-19. Therefore, we recommend adopting the most effective prevention measures established by the WHO.

EU Aid Volunteers deployed within the organizations must commit themselves to apply prevention measures at all times. Volunteers will be covered by a health insurance during their deployments.

They will also receive a security briefing before their deployment and an in-country induction in which prevention measures and contingency plans regarding COVID-19 will be shared and specified according to how the pandemic situation evolves in each country. Please take into account that the conditions of the deployment might change due to the effects of the COVID-19 pandemic. Mobility within the country might be restricted and working from home might also be frequent.

AAH values

We are an international non-governmental private organisation that is politically and religiously neutral and non-profit, which was established in 1979 in France to implement interventions worldwide. Our vocation is to fight against hunger, physical suffering and situations of distress that threaten the lives of men, women and children.

We uphold the Humanitarian Principles: Independence, Neutrality, Non-Discrimination, Free and direct access to people in need, professionalism and transparency.

More information is available here:

<https://www.accioncontraelhambre.org/en/our-principles>

TASKS

Financial management

- Add projections analysis and follow up;
- Support to the bases and the counterparts on justification, follow up, etc..;
- Revise and adjust the correct implementation of analytical accounting (CAT5, CAT6, etc...);

- Support on specific revision in Agresso managed by the Administration and Finance Coordinator;
- Support on Closure of accountancy to the Mission Finance Officer.

Finance and Accounts Support

- Support the project implementation teams, in the administrative and financial implementation and accounting of the overall mission and specific projects;
- Accounting of all economic transactions in quality and time in order to guarantee compliance and provide all necessary information for financial analysis and decision making;
- Support to Administration and Finance Team in the formulation of financial part for new project proposals;
- Update financial information in the contracts management tool of Action Against Hunger (GESPAR).

Financial planning, execution and reporting

- Help to improve the quality of implementation of financial and administrative procedures and execution of funds within specific contracts;
- Check and ensure the eligibility of accounting documents and determine missing documents, including checking the presence and correctness of financial documents;
- Collect financial information from project managers and logistics;
- Make sure all supporting documents are provided by logistics/technicians and comply with AAH rules before making bank transactions;
- Send requests to and follow-up on the inquiries on the expenditures and invoices from HQ;
- Put financial documents according to the list of expenses (frequency depends on audit requirements);
- Observe expenditures and budget lines;
- Support financial reporting and audits as required.

Archive and documents

- Support the finance-admin and account team both at capital and bases level in the organization and maintenance of records and supporting documents related to the project activities, reporting and organization's archive, under the supervision of the respective AAH staff;
- Maintaining the filing system including scanning and uploading finance and HR documentation;
- File original invoices and other accounting supporting documents and sort the documents by the respective contracts;
- Arrange binders and make clear labelling system;
- Sort out the documentation from previous projects;
- Support the Fin-Admin team to keep and archive administrative and supportive documents (invoices, lists of beneficiaries, procurement procedures, and other

means of verification).

Other

- Support Admin and Finance Team in elaborating the new classification grid and salary scale;
- Perform other activities required for the proper development of the AAH mission to South Caucasus;
- Participate in team coordination meetings and produce the meeting notes when necessary.

Communication and Awareness on EU Aid Volunteers Initiative

- Promote local volunteerism in disaster risk reduction, prevention and response;
- Train local volunteers on organization and implementation of volunteer-based activities, when applicable;
- Promote partnerships and collaboration between local and European organizations;
- Draft and publish articles describing volunteer's experience in the field;
- Gather audiovisual materials to be used in a public awareness activity in the volunteer's local community in Europe;
- In coordination with the NGOs partner of the project, organize and execute a public awareness activity once back in Europe.

Apprenticeship:

No apprenticeship is foreseen for this position.

Required competences:

Studies:

Studies in Economics, Business Administration, Accountancy or related field;
Desirable humanitarian/development project cycle management knowledge.

Languages:

Good knowledge of English (reading, written and spoken).

Skills:

Excellent knowledge of Excel, and good general knowledge of the full Office suite and Windows OS;

Knowledge of an accounting system (Agresso, Navision, SAP, SAGA) is an asset;

Strong capacity to work in teams and ability to work independently;

Report, writing and presentation skills;

Good communication skills, intercultural awareness and respectful attitude towards other customs, cultures and traditions;

Good interpersonal skills;

Ability to work under pressure and on short deadlines;

Good ability to adapt to the situation of instability and stress management;

Mental and physical resilience and readiness to live and work in a development context.

Experiences:

Desirable experience in relevant fields within NGOs and with donor funding mechanisms (professional and internship experience)

Desirable previous experience in development countries;

Desirable trainings on international relations or development in the relevant sector.

Prior volunteer experience is an asset.

Requested competences:

Developing and maintaining collaborative relationships;

Managing oneself in a pressure and changing environment;

Results-orientated management and accountability.

Managing oneself in a pressure and changing environment;

Results-orientated management and accountability.

SELECTION CRITERIA

Applications are made directly within the sending organisation, please check out the how to apply section.

Eligibility and exception criteria:

The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Availability for the following activities:

- Online training starting November 2020;
- Deployment starting in mid-November 2020.

Minimum Requirements:

Action Against Hunger adheres to a policy of equal opportunities and accepts applications without discrimination against gender, race, colour, social origin,

language, religious beliefs, political beliefs, age, disability, or sexual orientation.

CONDITION OF SERVICE

Learning Opportunities:

The EU Aid Volunteer will attend a 30-hours online training and a 9-12-days on-site training before her/his deployment.

The on-site training will have a standard part for all the candidates and some optional modules, decided according to the competences of the EU Aid Volunteer and the needs of the hosting organization.

The EU Aid Volunteer will have a Learning and Development Plan for the on-going assessment of her/his competences during the deployment.

Working and Living Conditions:

Hosting Organization:

- The Hosting Organization for the present deployment is Action Against Hunger Georgia

Length of Deployment:

- 10 months

Deployment duty station:

- Tbilisi, Georgia, with missions to the field if possible

Conditions of service during deployment:

- A monthly Subsistence Lump Sum (€282,79 per month) intends to cover basic needs and local transport.
- In addition, for each month of deployment 100 euro of post deployment resettlement allowance are foreseen
- Accommodation, Visa fees, insurance and airfares will be covered directly by sending and/or hosting organization.
- The working calendar will be corresponding to the agenda and system established in the field.
- For each month of voluntary activity two days of rest are foreseen, in addition to public holidays. It is highly recommended not to use the rest days during the first and the last month of deployment.
- 5 resting days every 4 months considered as break periods to disconnect from daily activities are granted by the organisation.

Please take into account that the conditions of the deployment might change due to the effects of the COVID-19 pandemic. Mobility within the country might be restricted and working from home might also be frequent.

Conditions related to on-site training:

- If a candidate volunteer is working outside of the EU, travel costs will be fully covered if EU citizens legally reside in a non-EU country for long-term or forever (i.e. who live in that country);
- EU citizens who are on a temporary assignment in a third country that lasts more than 18 months;

Please note that more than one candidate per position will attend the training, to create an additional pool to cover drop-outs and unforeseen needs.

SELECTION PROCESS

Shortlisting and Interviews:

To apply, the candidate shall fulfil the Application Form online, attach the CV, a Motivation Letter and the Self-Assessment Questionnaire.

- Submission of applications: from 23/07/2020 to 22/08/2020;
- Shortlisting and interviews of the candidates: from 22/08/2020 to 28/08/2020.

In case of changes of the dates, the candidates will be notified.

Interview Process:

- All the interviews will be done online. The interviews have the aim to explore both the competences and the motivations of the candidates;
- The selected candidate/s for each vacancy will be notified by 28/08/2020. The date of the notification may vary according to the number of application received;
- The selected candidate/s will attend an online and on-site training, which are part of the selection process;
- PLEASE NOTE THAT MORE THAN ONE CANDIDATE PER POSITION WILL ATTEND THE TRAINING;
- THE FINAL DECISION ABOUT THE CANDIDATE TO BE DEPLOYED WILL BE TAKEN BY THE HOSTING ORGANIZATION AFTER THE TRAINING.

Expected date decision on outcome:

28/08/2020

TIMETABLE

Date of training:

Training will take place around October 2020. Training sessions will be in English.

Apprenticeship Placement:

No apprenticeship is foreseen for this position

Pre-deployment preparation and induction:

Before the departure, the pre-deployment online induction is a compulsory activity for all the EU Aid Volunteers. Two days of specific in-country induction are foreseen in Tbilisi at her/his arrival.

Deployment:

16/11/2020 to 15/09/2021

Post-deployment activities:

After the end of the deployment, the EU Aid Volunteer will have a final debriefing and will take part to the final activities of the project, that will be communicated during the pre-deployment induction.

Sectors:

- Food And Nutrition
- Gender
- Livelihoods
- Resilience

Source URL:

https://webgate.ec.europa.eu/echo/eu-aid-volunteers_en/junior-eu-aid-volunteer-administration-and-finance-georgia-0_en