

EU AID VOLUNTEER VACANCY

POSITION	Junior EU Aid Volunteer in Economics and Finance
DEPLOYMENT DATES	Mid-September – December 2022 (3 months)
PLACE	Aguachica, Region of Cesar, Colombia

DESCRIPTION

Movement for Peace – MPDL (Spain) and **ADICE** (France) are non-profit organizations with extensive experience in the fields of development and humanitarian aid which are jointly implementing the project “Volunteering for Social Change: the value of EU Aid Volunteers for inequalities reduction and local resilience building” together with 8 other organizations in third countries.

The project aims at enhancing the EU capacity to provide needs-based humanitarian aid in vulnerable and disaster-affected communities in 8 countries: Colombia, Guatemala, Bolivia, Peru, Morocco, Jordan, Palestine and Lebanon.

The hosting organization for this position, **MPDL Colombia**, operates since 1997, accompanying victims of the conflict in the processes for their rights. MPDL Colombia has boosted the development of civilian's initiatives intended to transform structural circumstances behind the conflict, aiming to promote protection, restoration of rights and reparation of victims affected by the war as well as of the most vulnerable population. This extensive experience has enabled the consolidation of a comprehensive model of peace-building, benefiting about 8.000 people.

The intervention lines have been the following: community centres and housing improvement and rehabilitation; nutrition and food security; basic WASH; income creation; psychosocial attention and community development and legal assistance.

Over the years, project proposals have been adapted to displacements trends and the methodologies and approaches used have become more comprehensive and focused on protection, psychosocial attention, community organization and gender and rights approach with the aim of fostering intervention sustainability.

SECURITY CONTEXT

Movement for Peace – Colombia currently works in the Caribbean region (Cartagena, Barranquilla and some municipalities of Montes de María), the Pacific regions (department of Nariño and Cauca, and Bogotá). We carry our work in partnership with local organizations such as Corporación Humanas, Fundación Hogar Juvenil, Asociación Manos Amigas, Red de empoderamiento de mujeres de Bolívar, Cruz Roja de Tumaco, Sisma Mujer o la Red Nacional de Mujeres, the MPDL Colombia Foundation and UNIPA, amongst others.



In our eagerness to promote a Culture of Peace, our intervention is based in the following lines:

1. Gender based Violence eradication: prevention, attention and promotion for the protection and comprehensive reparation of GBV victims.
2. Human Rights Defenders support: leaders' protection and auto-protection promotion and organizational processes strengthening.
3. Local sustainable development promotion: income and employability stimulation; political participation and active society building; actions for a healthy environment.
4. Protection of vulnerable groups in war contexts and migration crisis: prevention of youth forced recruitment, Human Rights violation linked to Venezuelan migration, etc.

Currently, MPDL Colombia is composed of a team of 13 people with extensive professional experience led by a Colombian professional and distributed in three main offices. MPDL Colombia headquarters are based in Cartagena, with a base in Bogotá.

The volunteer for this position will be based in the city of Aguachica, region of Cesar, where MPDL has one of its offices with 2 contracted professionals and will make constant trips to the municipalities in the south of Bolivar where the organization has active programs. As part of his/her tasks, the volunteer will travel very often to other areas of the country where the organization implements its projects.

Although Colombia has recently signed a Peace Agreement with the main armed force in the country, the FARC-EP, and there is an open dialogue with the ELN, there are still some insecure situations and high risk in many areas of the country, mainly in the rural areas.

To face the context above detailed, MPDL has a safety policy, protocol, plan and culture for its work in Colombia, which is adapted to each area of the country and mandatory for MPDL staff (including volunteers).

TASKS

Under the supervision of MPDL Colombia, the volunteer's tasks might include:

FOLLOWING AND IMPLEMENTATION OF PROJECTS:

- Following and supporting the budget and economic activities of the projects implemented in the South of Bolívar (Colombia).
- Analysing and foreseeing the economic modifications of the projects implemented in the South of Bolívar.



- Meeting with the teams working on the field and local partners to do an economic follow-up of the projects and deliver capacity building trainings both internal and external if stated in their work plan.
- Supporting the execution of money transfers if needed.
- Reviewing, rectifying and completing economic reports for financing entities following both the agreements' and MPDL's regulations, also ensuring high-quality outputs.
- Organising the technical documentation (receipts, invoices, supporting documents, etc.) related to the implementation of projects in the South of Bolívar.

FORMULATION AND PREPARATION OF PROJECTS:

- Supporting the drafting and/or complete the Budget for the Project proposals, working closely with the local teams and partners.
- Analysing both public and private calls for proposals for financing cooperation projects.

JUSTIFICATION AND EVALUATION OF PROJECTS:

- Supporting the needed justification and modifications.
- Supporting in the preparation for audits and evaluations of the projects implemented in the region of South of Bolívar.

OTHER:

- Updating and revising the tools for economic management in Colombia: financing, co-financing, human resources justification, fieldwork expenses, etc.
- Elaboration and implementation of the technical tools for local support in economic management of the Projects.
- Supporting the administration manager in the submission of the administrative justification of the projects.
- Organising the documentation both on paper and digital format in a simple and efficient manner according to MPDL's procedures.
- Supporting the logistical management of the in-country activities.
- Strengthen members, local teams and/or beneficiary population in economic and financial management of projects through training or other measures agreed upon in their work plan.
- If requested by the manager, participating in meetings, debates and seminars allocated to them.
- Observing and abiding the security procedure and regulations of the country.

APPRENTICESHIP

N/A



REQUIRED COMPETENCES	
KNOWLEDGE AND STUDIES	<ul style="list-style-type: none"> • Academic background in Business management, economics, finance or other related fields. • Specific knowledge on International Cooperation and/or Humanitarian or Development projects will be valued. • Knowledge of the region will be valued.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience in project management in the field of development will be valued. • Work experience in economic management in NGOs will be valued.
SKILLS	<ul style="list-style-type: none"> • Advanced Excel skills, accounting software and Microsoft Office • Teamwork • Adaptability skills • Resourcefulness, organisation and patience • Ability to work in a rural environment • Ability to work under pressure • Positive attitude, ability to work with little supervision but in coordination with the rest of the team • Analysis and summarising skills • Writing and public speaking • Adherence to the NGO's objectives and principles • Motivation and a can-do attitude when faced with short deadlines
OTHER COMPETENCES	<ul style="list-style-type: none"> • Knowledge of the Colombian humanitarian context and of Human Rights • Multicultural awareness: respect to different traditions and cultures • Knowledge and interest in international cooperation, gender approach, Human Rights, peace building, and other working lines of the organization • Good collaborative relationships • Volunteering attitude • Leadership skills • Knowledge of the EU Aid Volunteers initiative and the humanitarian principles • Knowledge of the security measures to be respected
LANGUAGES	Fluent in written and spoken Spanish English (B1-B2)



SELECTION CRITERIA
ELIGIBILITY AND EXCEPTION CRITERIA
<p>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.</p> <p>Only candidates that have already passed the EU Aid Volunteers training provided by the European Commission will be eligible.</p>
MINIMUM REQUIREMENTS
<p>Candidates must satisfy the requirements set out in Regulation (EU) No 375/2014 of the European Parliament and of the Council of 3 April 2014 establishing the European Voluntary Humanitarian Aid Corps ("EU Aid Volunteers initiative"), which include having a minimum age of 18 years old and being a citizen of EU or a third country national who is a long-term resident in an EU Member State.</p> <p>MPDL applies a policy of equal opportunities and welcomes applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, property, birth, disability, age or sexual orientation.</p>

CONDITIONS OF SERVICE
LEARNING OPPORTUNITIES
<p>The EU Aid Volunteer will have a Learning and Development Plan for the duration of his/her placement intended to assess their competences and fulfilment of objectives.</p>
WORKING AND LIVING CONDITIONS
<p>Accommodation, visa fees, insurance and airfares will be covered by the sending organization.</p> <p>In addition, the volunteer will receive a monthly allowance of 565,54€ which is intended to cover basic needs and local transport.</p> <p>The deployment duty station is in Aguachica (Region of Cesar), Colombia. However, the volunteer may travel to other areas of the country where Movimiento por la Paz- MPDL is present.</p> <p>For each month of deployment, the volunteer will receive a 100€ post-deployment resettlement allowance.</p> <p>The working calendar will be corresponding to the agenda and system established in the field.</p>



For each month of voluntary activity **two days of rest** are foreseen, in addition to public holidays.

SELECTION PROCESS

To apply, the volunteer must fulfil the application form, the self-assessment questionnaire, attach his/her CV and send it all to euaidvolunteers@mpdl.org

You can download these documents from MPDL webpage

All documents must be fulfilled in **SPANISH**

PRE-SELECTION	INTERVIEW	FINAL DECISION
<p><u>Submission of applications:</u> from 26/08/2022 to 04/09/2022</p> <p><u>Short-listing and first interviews:</u> from 05/09/2022 to 12/09/2022</p> <p>In case of changes of the dates, the candidates will be notified.</p>	<p>All the interviews will be done online. The interviews have the aim to explore both the competences and the motivations of the candidates.</p> <p>The selected candidate/s for each vacancy will be notified by mid september.</p> <p>The date of the notification may vary according to the number of application received</p>	<p>The final decision on the volunteer to be deployed will be made by the sending and hosting organizations jointly after receiving feedback from the EU on the face to face training.</p> <p>Expected date decision on outcome: mid september</p>