Junior EU Aid Volunteer for Financial and Administrative Support in Palestine (HA EUAV)
The EU Aid Volunteers is an initiative of the European Union. It brings together volunteers and organizations 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.

WEWORLD-GVC (Italy), Alianza por la Solidaridad (Spain), Acción contra el Hambre (Spain) and ActionAid Hellas (Greece) are international non-governmental organizations that have joined their expertise in management of humanitarian action worldwide and now implement the “EU Aid Volunteers supporting and complementing Humanitarian Aid in Middle East, Africa, Asia and Southern and Central America” project.

The project’s aim is to improve the response and the resilience capacities of the most vulnerable local communities through needs-based humanitarian aid (HA) in the Middle East, Asia, Southern and Central America and Africa with the deployment of 58 EU Aid Volunteers and 4 online volunteers. The volunteers will be deployed in 34 hosting organizations in 22 third countries: Tunisia, Palestine, Lebanon, Burkina Faso, Mozambique, Peru, Guatemala, Bolivia, Brazil, Cambodia, Niger, Mali, Benin, Kenya, Nepal, India, Senegal, Mauritania, Georgia, Philippines, Colombia, Myanmar.


Operational details & security context:

Operational context:

Palestine currently consists of 2 different geographical regions: West Bank (including East Jerusalem) and Gaza Strip. Both Regions are separated and isolated among them. The administrative division has 16 districts (11 in the West Bank and 5 in Gaza) and 105 Municipalities (89 in the West Bank and 16 in Gaza). The entire oPt has a population of 4,816,503 inhabitants (according to the estimate of the Census of the Central Bureau of Statistics of Palestine, PCBs of December 2016), of which 2,369,719 are women (49.2%) and 2,446,784 (50.8%) are men. There are 2,935,368 people in the West Bank and 1,881,135 in Gaza. 27.6% of the population of the West Bank is registered as a refugee by the UNRWA (United Nations Agency for Refugees in Palestine in the Middle East), although 73.5% do not live in refugee camps.

Security context:

Please note that mitigation measures are described in detail in the security plan that the EU Aid Volunteer will receive as part of the induction training and once is deployed. The Alianza country security plan must be respected by volunteers and staff.
The security context in Palestine is complex and it is characterized for the instability with a remarkable impact on the operational mobility of staff. The most complex situation are lived in Gaza, but access to Gaza it is completely forbidden for volunteers.

- The construction of the wall around the West Bank separating different entities and the current amount of checkpoints caused difficulties to access to site project areas; each checkpoint has a potential of access incident with soldiers and private security agents turning into security incidents, arrest and detention.

- Accessing to zones A, B and C of West Bank may pose additional threats like being attacked with stones or gunfire if entering into Israeli settlements.

- IDF incursions and Police operations are constantly ongoing in and around East Jerusalem it is recommendable to be aware of convoys and undercover motorbikes and cars with Israeli security forces. Alianza also recommends avoiding public transport spots, leisure centers and holy sites in the old city during bank holidays.

- Living in large cities as Jerusalem have the potential of demonstrations and unpredicted clashes. The volunteer must not participate in demonstrations of any nature and it is highly recommended to follow the UN security advisor updates and report the localization when travelling.

Health and COVID-19 Prevention:

In light of the ongoing COVID-19 pandemic, Alianza por la Solidaridad team shall keep complying with the restrictions imposed in each country. All of our staff and our EU Aid Volunteers must respect preventive measures and security protocols at all times, in addition to the measures imposed by the national governments.

- Every member of ApS team shall keep complying with the imposed restrictions during non working hours. Information in this regard has been shared regularly via WhatsApp and it will continue like this.

- External meetings with people from different organizations/institutions are not allowed. In case of need, shall be discussed with the Head of Mission and evaluation on a case by case basis.

Since the COVID outbreak and discovering the first cases, the Palestinian authorities and the Minister of Health in Israel have been announcing measures and procedures responding to COVID-19. The main milestones and basic measures until now are:

- Always wear the mask in public.
- Minimize social gatherings, avoid all events over 20 people and keep social relationships only within a trusted restricted group.

- Use hand sanitizer frequently, especially outside.

- Avoid as much as possible public transportation, in case necessary, use hands gel right before and after and never touch your face while in the bus/tram/car

**TASKS**

**Office Admin Support:**

- Office admin documentation archive;
- Data entry in office admin system;
- Collaborating in updating the administrative-financial manual.

**Project Financial Follow up:**

- Review of project financial documentation.
- Compilation of documentation of procurements within the project.
- Compilation of financial justification sources of verification.
- Visiting local partners to prepare the financial documents and reports.
- Review of contracts, expenses and other financial documents of Alianza and its partners in Palestine.
- Drafting financial reports.

**Capacity building**

- Collaborate providing capacity building to local implementing partners as to donor requirements.

**Communication and Raising Awareness:**

- Write articles describing the volunteer’s experience in the field (For security reasons this articles won’t be published during the deployment).
- In coordination with the partner NGOs in the project, organize and execute a public awareness activity once back in Europe.

**Apprenticeship:**

A period of 3 months apprenticeship prior to deployment is foreseen in Alianza por la Solidaridad Headquarters in Madrid, to understand and practice how finance and administration is managed in the organization. Online apprenticeship might be an option depending on the current COVID-19 situation and countries restrictions.
**Required competences:**

**Educational background:**

- Degree in Business administration and/or Accounting/Finance or equivalent studies that include financial and administrative topics.
- Excellent command of Excel and full Microsoft Office package.

**Experience:**

- Desirable previous experience in developing countries and/or in volunteering activities

**Languages:**

- English C1
- Arabic will be an asset.

**Other skills:**

- Good interpersonal and communication skills.
- Adaptability, self-awareness and inter-personal skills to adapt to different working styles and cultural contexts.
- Ability to work collaboratively and train others.
- Intercultural awareness and respectful attitude towards other customs and traditions.
- Motivation for promoting local and social development.

**SELECTION CRITERIA**

Applications are made directly within the sending organization, 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 has already passed the EACEA Face-to-face training**

Availability for the following activities:

- Pre-deployment online induction with Alianza por la Solidaridad;
- Deployment starting from the date specified in the vacancy.

Dates might change due to the ongoing COVID-19 outbreak.
Minimum Requirements:

Alianza por la Solidaridad applies a policy of equal opportunities and accepts 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, membership of a national minority, property, birth, disability, age or sexual orientation.

CONDITION OF SERVICE

Learning Opportunities:

The EU Aid Volunteer will have a learning and development plan for the ongoing assessment of her/his competences during the deployment.

Working and Living Conditions:

- Length of deployment: 6 months
- Deployment duty station: Jerusalem office with field visits to West Bank*

Conditions of service during deployment:

- A monthly allowance (489,84 €uro/month) intends to cover basic needs and local transport.
- Accommodation is always provided. During deployment, the volunteer will share an apartment with others EU AID volunteer. The houses are no more than 6km distance from Alianza por la Solidaridad Jerusalem office in Shufat. Quite neighbourhood with shopping opportunities and close to public transport.
- Travel expenses for working missions in the field are covered.
- Visa fees, insurance and a round-trip to the country will be covered.
- The working calendar will be corresponding to the agenda and system established in the field according to National Fests.
- For each month of voluntary activity two days of leave are foreseen, in addition to public holidays.
- Working hours will be from Sunday to Thursday and not exceed 40 hours/week.
- For each month of deployment 100 euros of post deployment resettlement allowance are foreseen.

Measures taken to prevent and mitigate COVID-19

A "Safe Security and Return to Office Protocol" has been developed and implemented containing general prevention measures, as well as recommendations for "leaving home" "entering the office" "being in the office"
that include constant disinfection actions and health arrangements. There is also a COVID-19 prevention protocol for field missions, incorporating the use of Personal Protection Equipment and disinfection actions for staff and communities.

**SELECTION PROCESS**

**Shortlisting and Interviews:**

- To apply, the candidate shall fill out the Application Form online (https://form.jotformeu.com/81634302498358), attach the CV and a Motivation Letter.

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

Dates might change due to the ongoing COVID-19 outbreak.

**Interview Process:**

- All the interviews will be done online.
- The pre-selected candidate/s for each vacancy will be notified by email, or phone call. The date of the notification may vary according to the number of application received;
- **THE FINAL DECISION ABOUT THE CANDIDATE TO BE DEPLOYED WILL BE TAKEN JUST BY SENDING AND HOSTING ORGANISATIONS**

Important notice: additional candidates may be shortlisted for a single position and proposed for the EU Aid Volunteers training. This is to ensure that for each position, substitute volunteers may be chosen to replace the candidate in case he or she resigns or is no longer available. Where more than one candidate has been shortlisted for a single position, final selection takes places following the training.

**Expected date decision on outcome:**

Beginning of January 2021

**TIMETABLE**

**Apprenticeship Placement:**

3 months apprenticeship prior to deployment is foreseen in Alianza por la Solidaridad Headquarters in Madrid. Dates and place (in present/online) might change due to the ongoing COVID-19 outbreak.

**Pre-deployment preparation and induction:**

The pre-deployment induction is a compulsory activity for all the EU Aid Volunteers. It will take place during 3 days in Alianza por la Solidaridad HQ in
Madrid before the departure. Travel and subsistence costs will be covered by the sending organization.
Dates and place (in present/online) might change due to the ongoing COVID-19 outbreak.

**Deployment:**
January/February 2021 (some changes may occur depending on the current COVID-19 situation, hosting organization and volunteer’s availability)

**Post-deployment activities:**
The EU Aid Volunteer will participate in debriefing and awareness raising activities after the deployment.

**Sectors:**
Gender
Protection
Refugees And Idps
Resilience