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# Job pack: Project Support Volunteer

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| **Country** | Tanzania |
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| **Employer** | VSO Tanzania |
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| **Duration** | 2 Months |
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| **Job purpose** | To support implementation of project in Lindi and Mtwara by providing support on information gathering and key stakeholder engagement for the review of VSO-VETA’s online job platform “Kazi Connect”. |

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# Job Description

| **Responsibilities** | **Key Performance Indicators** | **Competencies** | **Skills and Knowledge** |
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| **Information Gathering and Recordkeeping**  **Assist team of International Experts in collecting relevant Kazi Connect review information; gather and record responses on the review template provided; Ensure review templates have been checked and completed; Encode Kazi connect data and other related review information gathered for department needs.**  \* Find out what information already exists  \* Start collection of required data to create the information database. | Objectives will be confirmed in a two way discussion between the volunteer and VSO in the first week of the placement | * **Building and Sustaining working relationships**   The social skills to build and actively maintain working relationships that foster teamwork and collaboration with others for the benefit of a common goal.   * **Open Minded and Respectful**   A non-judgemental approach that values other people and culture.   * **Seeking and Sharing Knowledge**   Recognition that learning is a two-way and continuous process.   * **Facilitating Positive Change**   The ability to analyse problems and develop lasting solutions in line with VSO approaches.   * **Adaptability**   A flexible approach and the ability to adapt behaviour to different situations.   * **Resilience**   The self-confidence to work with a variety of situations, diverse people and ambiguity. | **Qualifications (essential):**  Relevant and sufficient training (certificate level and/or above) in relation to the requirements of the position.  Knowledge of: English grammar, punctuation, and spelling; basic mathematics; standard types of office filing systems; standard office software applications; and standard office equipment. |
| **Staff and Volunteer Support**  **He/She will be responsible for traveling to project sites to meet with Kazi connect key stakeholder.**  **Also coordinates and prepare meetings by assisting International expert team on attendees invitations, confirmation, registrations and payments. Also, assist on venue reservations and other necessary meeting equipment; Duplicates, sorts and distributes various documents provided.**  **Performs other related duties as assigned**  **.**  \* Create a briefing format, logs and events calendars:  \* Create a follow-up format and plan  \* Create a short and simple budget for field operations | Objectives will be confirmed in a two way discussion between the volunteer and VSO in the first week of the placement |
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| **Responsible to:** | Project Manager | | |

# Personal considerations

In addition to the job description, the following information should be used when considering whether a placement is suitable for you.

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| **Personal health considerations** |
| If you have a significant current or past medical condition and/or you have general concerns about staying healthy as a volunteer, please use this information to assess whether this placement will be suitable for you. All volunteers require medical clearance from a VSO medical adviser before they are able to take up a placement with VSO. Occasionally, VSO may consider that this placement is too great a risk for you in terms of your personal health and you would be advised to consider a different placement. For further guidance about medical assessment and volunteering with a medical condition please see the [frequently asked questions on VSO website](http://www.vso.org.uk/volunteer/frequently-asked-questions#234). |
| **Access to medical care and support** |
| The standard and quality of local medical care and support available at this placement will depend on its location within the country. Health facilities are likely to be more poorly resourced in rural areas in terms of medical expertise, equipment, infrastructure and regular supplies of medication. However, this may not be the case in the capital city or in a larger town, where in some countries there may be a reasonable standard of medical care. The following gives you an indication of where the placement is in relation to the country office and how easy it would be to make the journey if you were ill.  This placement is:   * In town area |
| If you wish to discuss your personal circumstances or health concerns in confidence with VSO’s medical team before you apply for this placement please contact [medical@vsoint.org](mailto:medical@vsoint.org). |

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| **Accompanying partner or family**: If you have a partner or children who are planning to accompany you to your placement, please use this section to assess whether this placement will be suitable for you. |
| This placement does not accepts accompanying partners and children to the project. |

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| **Motorcycle requirements** |
| NA |

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| **Security information** |
| You would need to take extra care especially at your residence when in Zanzibar. |

# Background and contextual information

VSO is the world’s leading independent international development organization that works through volunteers to fight poverty in developing countries. Our high-impact approach brings people together to share skills, build capabilities, promote international understanding and action to change lives and make the world a fairer place.

Further information on VSO’s work in each of the countries we work in can be found on the [VSO website](http://www.vsointernational.org/where-we-work).