

Task Assignment

- a) Propose, the task assignment for the EU Aid Volunteer, including flexible elements
- b) The task assignment to be reviewed by sending organisation to help modify it, as needed, in order to ensure a suitable and realistic matching,
- c) Consider the competences of the EU Aid Volunteer and the absorption capacity and needs of the hosting organisation.
- d) Define a competence profile of the EU Aid Volunteer.
- e) Formulate selection criteria with minimum requirements.
- f) The competence profile shall indicate whether the volunteer is a senior or junior professional and the need for any apprenticeship placement.

Role, title, description of the team and line management, duration of placement, location(s);	
Detailed description of the relevant needs-based activities as validated by the hosting organisation(s) and well-defined tasks to be undertaken by the EU Aid Volunteer, including the elements based on the communication plan for the initiative;	
Specification of required competences for the tasks on the basis of the competence framework;	
Definition of performance objectives, taking into consideration the duration and specificities of the EU Aid Volunteer's placement, and roles appropriate for a volunteer position;	
Indicators on expected outputs, results and, where possible, outcomes, from the assignment to be used for the EU Aid Volunteer's performance management;	



Flexible elements to allow, to a realistic extent, for the EU Aid Volunteer to influence and shape the tasks according to their individual profile and interests;	
Details of working hours, leave, place of work and mentoring support;	
Clear allocation of management and security management responsibilities between the sending and hosting organisations;	
Information on security awareness and appropriate behaviour in relation to risk and security management, where relevant;	
Security awareness and appropriate behaviour in relation to risk and security management;	
EUAID Platform Learning & Development plan and performance link;	
Assessment template;	
Description of Roles and responsibilities of contact person and volunteer;	