

# Task Assignment

1. The task assignment for the EU Aid Volunteer – to be formulated in view of community needs and will be subject to adjustments profile competences, skills and experience of volunteer; hence, it should include flexible elements.
2. Task assignment should take into consideration absorption capacity and needs of the hosting organisation.
3. Sending organisation to review the task assignment with a view to ensure a suitable and realistic matching.
4. Define a competence profile of the EU Aid Volunteer. The competence profile shall indicate whether the volunteer is a senior or junior professional and if any apprenticeship placement before deployment is foreseen.
5. Formulate selection criteria with minimum requirements.

**Please complete below template in consultation between partners.**

*Content should be congruent with contract/ToR/project-document and Partnership Agreements - and policies of respective organisations.*

<i>(Please note white space can be expanded / no character limit)</i>	
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 organisation.	
Information on Security awareness and appropriate behaviour in relation to risk and security management. <i>Refer to organisations security plan, risk assessments</i>	
EUAID Platform Learning & Development plan and performance. <i>link for individual EU Aid Volunteer to be inserted</i>	
Assessment template / <i>form certificate of completion / volunteer appraisal letter etc.</i>	
Description of Roles and Responsibilities of contact person/ <i>mentor/supervisor and volunteer</i>	