



Vacancy Announcement

Below is indicated the content of vacancy announcement:

- a) Clear and accurate information about the EU Aid Volunteers initiative, its humanitarian nature and the purposes of volunteering;
- b) Project description, including details of the operational and security context and/or information as to whether the sending and/or hosting organisations are faith-based organisations;
- c) Description of the tasks to be performed by the EU Aid Volunteer;
- d) Description of the competences and motivation required to match the profile;
- e) Eligibility and exception criteria (if any) as regards the equal opportunities and non-discrimination principles;
- f) Selection criteria and minimum requirements to serve as exclusion criteria, and indication as to whether junior or senior professional profiles are sought
 - level of competences, motivation
 - experience,
 - language skills,
 - medical aptitude to travel and work in developing countries,
- g) Indications as to whether the position is expected to be combined with an apprenticeship placement;
- h) Conditions of service, including details on the length of deployment, learning opportunities, working and living conditions, including accommodation and subsistence payments, flights, insurance coverage, medical and necessary vaccinations, etc.;
- i) Closing date and time for submission of applications;
- j) Timing of shortlisting and interview(s);
- k) Interview process;
- l) Expected date of decision on outcome;
- m) Expected timetable (date of training, where relevant, apprenticeship placement, pre-deployment preparation and induction, deployment and post-deployment activities).

Re a) example text:

EU Aid Volunteers brings together volunteers and organisations 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.

EU Aid Volunteers supports humanitarian aid organisations. EU Aid Volunteers projects run by partnerships of EU-based and non-EU based organisations strengthen the capacity of non-EU based organisations to prepare for and respond to humanitarian crises and improve their volunteer management. It also provides funding for technical assistance to EU based organisations to strengthen their technical capacity and meet the standards and



procedures required to deploy EU Aid Volunteers. EU Aid Volunteers complements humanitarian aid actions and help strengthen the resilience of vulnerable communities in countries affected by disaster, contributing to disaster risk management activities agreed under the Sendai Framework for Disaster Risk Reduction. Humanitarian organisations need more well-trained people to carry out practical action that helps communities affected by disaster. EU Aid Volunteers enables European citizens to contribute to humanitarian assistance in countries where help is needed.

Re. e) example text

-for clause to be included in vacancy announcement on commitment to non-discrimination:

“Diversity and equality: You can enjoy working with diverse and talented colleagues. As an employer, the EU does not discriminate on any grounds such as 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. You will be given an equal opportunity to demonstrate your abilities during the selection procedures. “

Re. k) example text - Shortlisting and Interviews:

Shortlisting and interviews are expected to take place XXX.

Please note that only completed applications that are submitted through (insert LINK) will be considered. Applications should include:

- Completed EUAV application form
- CV in Europass format
- Completed EU Aid Volunteer self-assessment questionnaire
- Motivation Letter

Interview Process: Skype interviews will be held with shortlisted candidates.

The successful candidates will attend a mandatory online and on-site training provided by the EU before her/his deployment. The on-site training will have a mandatory section for all the candidates as well as some optional modules, to be provided according to the competences of each candidate EU Aid Volunteer and the needs of the hosting organisation.

This mandatory training will take place XXX.

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 a 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 will take place following the training.