

Application Guidelines and Selection Criteria for Women's Bank Skills Donation Volunteer Programme

The working language is English, so we kindly ask you to complete your application in English. Please attach your CV and, if you wish, you may also include a written work sample as an additional attachment.

All assignments are applied for using the same application form. Please clearly indicate which assignments you are applying for and your availability.

Selection Criteria for Skills Donation Assignments

- Minimum age: 25 years
- Education and work experience relevant to the assignment, as defined in the Terms of Reference
- Experience in training and mentoring
- Strong oral and written communication skills (in English; knowledge of the local language is considered an asset) – you are also familiar with the terminology and tools required for the assignment
- Excellent interpersonal and teamwork skills, ability to guide and support a multicultural team in achieving agreed goals, and a flexible, solution-oriented working approach
- Good communication skills and the ability and willingness to present results in Finnish and/or English
- Good health
- Strong stress management skills and the ability to work in physically and mentally demanding conditions – experience working or operating in similar environments is a significant advantage

Selection Process

Interviews will primarily take place between 10th – 21st November 2025. We will interview 2–4 applicants per position via Microsoft Teams.

The interview panel will include representatives from Finn Church Aid's Helsinki office and the relevant country office.

Selected candidates will be informed of the decision in December. After that, the exact schedule and details of the assignment will be agreed upon.

Before starting the assignment, the selected volunteer will complete an orientation provided by Finn Church Aid (FCA), which lasts approximately one working day. The orientation can be completed either in one day or in shorter sessions, but it will mainly take place during office hours.

Orientation and Preparations

During the orientation, the following topics and practical arrangements will be covered and agreed upon:

- The volunteer will receive an introduction to the principles governing FCA assignments and commit to complying with FCA's ethical and security guidelines.
- The volunteer will receive basic information about the country of assignment and the background of the task, as well as meet FCA staff members who will support them during the assignment.
- The volunteer will be provided with all necessary materials, contacts, and contact details required for the assignment.

Responsibilities and Support in the Country of Assignment

The FCA country office is responsible for receiving, orienting, and supporting the expert during the assignment, as well as for local logistical arrangements.

The **Skills Donation Programme** is a volunteer programme in which all travel and accommodation costs related to the assignment are covered, and a daily allowance is paid for the duration of the trip. No remuneration is paid for the assignment itself.