

**AUTHENTIQUE MEMORIAL EMPOWERMENT FOUNDATION (AMEF)**  
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## P3 AMEF VOLUNTEER DESCRIPTION OF ASSIGNMENT

The **Authentique Memorial Empowerment Foundation volunteer (AMEFV)** program promotes volunteerism to support development within local communities. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. AMEFV contributes to development by inspiring for volunteerism locally and encouraging partners to integrate volunteerism into development programming. In most cultures volunteerism is deeply embedded in long established, ancient traditions of sharing and support within the communities. In this context, AMEF Volunteers take part in various forms of volunteerism and play a role in development together with co-workers and local communities. In all assignments, AMEF Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as AMEF Volunteers even more rewarding and productive.

### GENERAL INFORMATION

Region of Assignment	South West Region
Host Institute	Authentique Memorial Empowerment Foundation
Volunteer Category	Regional/Local
Number of Volunteer	5
Duration	3-6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kumba, Meme Division

### Living Conditions

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The Kumba, Meme Division is a cosmopolitan city, and as a result is quite diverse.

Living conditions therefore vary between the town and villages, with all usual amenities present in the town, but only very basic conditions in remote duty stations in the villages, where, for instance, there may be no guarantee of public power supply nor running water. The ability to live and work in difficult and harsh conditions of developing countries is essential. (When need arises)

Volunteers are to take care of their daily subsistence. Accommodation, feeding. In addition to insecurity related to the relatively volatile environment as well as various internal conflict situations, certain places are subject to increasing attacks, including in Kumba.

## Assignment Details

**Assignment Titles:** Data Management, Project Writer, Secretary, Law & Human Rights, Development Studies.

### Organizational Context & Project Description

The Authentic Memorial Empowerment Foundation (AMEF) was established in 2008 under degree law no 90/53 of 19/12/1990, Ref: G.39/d145/81. <http://www.ameffoundation.org>

**AMEF Focus Area** Child Centered Education (CCE), Women/Youth Economic Empowerment (WYEE), Gender Human Rights Protection (GHRP) & Literacy Information Technology (LIT)

### Task description

Within the terms of the organization's delegated authority, and under the direct supervision of the Programme Head (GHRP)/Administrative Assistant, the AMEF Volunteer will undertake diverse tasks as per the 4 programme or focus Areas.

### Results/Expected Outputs

Provide efficient and effective assistance to local community;

The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);

Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;

A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of activities participated in and capacities developed.

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## **Qualifications/Requirements**

**Required Degree Level** First Degree (Bachelors) at least 2years experience in related field or Diploma with 3years in related field.

**Language Skills** English (Mandatory), Level - Fluent

Good computer skills, including proficiency in various MS office applications (Excel, Word, PPP);

Good client orientation and service;

Remain professional and support colleagues in the section in work related matters;

Have affinity with or interest in humanitarian relief, conflict situations, volunteerism as a mechanism for durable development, and the UN System;

## **Other Information**

The contract lasts for the period indicated above with possibility of extensions subject to performance by Volunteer. However, there is a possibilities of integration after successful completing of volunteer assignment.