



BANDO BORSE DI STUDIO SOLIDALI 10° EDIZIONE – ANNO 2024

Il bando è disponibile sul sito www.cbau.net

JOB DESCRIPTION

Stage per 2 persone della durata di 6 mesi a Bujumbura, in Burundi, finanziato dalla Comunità Biellese Aiuti Umanitari ONLUS, Gruppo Amici Sportivi di Valdengo e AVSI Ong.

SCADENZA per la presentazione delle domande: 02/06/2024

SHORT DESCRIPTION OF THE MAIN ACTIVITIES OF THE ORGANIZATION

AVSI BDI was established in Burundi in 2001. With a staff of over 65 people and 3 offices one in the capital Bujumbura and 2 in the North Provinces of the country, AVSI has the objective to provide a multisector response in education, women protection nutrition and livelihood to the most vulnerable people. AVSI's community-based approach is designed to reduce community tensions, discriminations, violence, and exploitation. Since 2019, drawing from experience in the region, AVSI works to improve access to renewable energy to vulnerable communities.

AIM OF THE POSITION: He/she supports Distance Support Program (DSP) and project design in Burundi, under the supervision of the DSP Manager and Deputy Country Representative. He/she is responsible for sending timely and quality communications according DSP operational manual; he/she also responsible to collect and provide key inputs for project design and project reporting.

Communication internship main tasks and responsibilities:

- Management of communication by emails with Italian sponsors;
- Translate and control documents from and to the DSP headquarters;
- Translate letters to and from sponsors to children and vice versa;
- Update the DSP Tools;
- Elaborate reports and minutes of meetings and field visits;
- Collect information and elaborate documents.



Program support internship main tasks and responsibilities:

- In coordination with the Programme Officer, support with the review and monitoring of internal and external reporting as required.
- Maintain database of project documentation in order to ensure access to institutional memory.
- Support the Programme Department in performing internal and external review processes.
- Ensure programme visibility and communication about projects and activities in coordination with Project Managers and the Country Director.

Produce written reports on program activities, capturing the impacts of activities, as required

COME CANDIDARSI: inviare il proprio curriculum, accompagnato da una lettera di

motivazione alla mail: manincontrando@gmail.com

PERIODO DELLO STAGE: 5 mesi

PAESE: Burundi

POSIZIONE: Stagista – supporto

alle attività del Progetto di Sostegno a Distanza in Burundi

Per altre informazioni o approfondimenti: contatta Valerio Monteleone - email vonteleone@gmail.com - telefono 347 5580243 ore serali.