



FACTSHEET

Screening process for international volunteers

- STEP 1:** Expression of interest made by potential volunteer (typically, by e-mail, phone or personal contact).
- STEP 2:** Internally, volunteer's request is forwarded to Human Resources.
- STEP 3:** Human Resources acknowledges the individual's request and forwards the Mkombozi Volunteer Handbook, as well as an electronic copy of this "Screening Process for International Volunteers" document.
- STEP 4:** Potential volunteer reviews the Handbook, and if still interested, replies to Human Resources indicating continued interest.
- STEP 5:** Human Resources e-mails candidate requesting their CV and references, as well as dates of availability. The candidate reviews Mkombozi's "Minimum Standards for Volunteers" (see below).
- STEP 6:** Human Resources reviews information forwarded by candidate and determines if there is a "fit" between his/her skills and Mkombozi's needs. Determining "fit" is in terms of skills, but also timing / availability, since this is an important aspect of "fit".
- If there is NO "fit" of skills to needs, Human Resources reviews information forwarded by candidate, thanking him/her for their interest and suggesting that they try again at a later date. **Process ends.**
 - If there IS a "fit" of skills to needs, Human Resources e-mails candidate indicating that consultation will now begin with the Programme Coordinators. **Process proceeds to Step 7.**
- STEP 7:** Human Resources forwards candidate's CV with a summary of relevant information to all Programme Coordinators.
- STEP 8:** All Programme Coordinators respond within 2 weeks indicating if they need the volunteer or not, and if so, for which activities.
- If there is NO response from the Programme Coordinators, Human Resources informs the candidate. **Process ends.**
 - If the Human Resources receives a positive response from one / more Programme Coordinator(s), the volunteer is informed and Human Resources undertakes the volunteer's reference checks. Human Resources also puts the volunteer in touch with the Programme Coordinator(s) to discuss the exact projects / activities he/she will be performing. **Process proceeds to Step 9.**
- STEP 9:** E-mail or SKYPE dialogue between the Programme Coordinator(s) and the volunteer, discussing possible projects / activities and clarifying expectations on both sides.
- STEP 10:** Once the Programme Coordinator(s) and the volunteer reach agreement on specific volunteer activities, the volunteer is referred back to Human Resources to communicate regarding logistics (confirming dates of arrival etc), housing arrangements and home country and Tanzanian immigration requirements.
- STEP 11:** Volunteer forwards the following immigration permit requirements to the Human Resources:
- completed immigration application form
 - copy of CV and all academic certificate(s) / diploma(s)
 - copy of passport (1st page and the page stamped by Tanzanian Embassy in home country or the last page stamped by Tanzanian Immigration)
 - 6 passport-sized photos (courier to Mkombozi, P.O. Box 9601, Moshi, TANZANIA)
 - \$120 (USD) fee (paid by volunteer)
- If the volunteer fails to provide these items within a reasonable time, the **process ends.**
 - If the volunteer provides these items within a reasonable time, the **process proceeds to Step 13.**
- STEP 12:** Human Resources receives the required immigration documents from the volunteer, processes his/her permit, and books his/her accommodation.
- If volunteer's permit application is refused by Immigration Authorities, then he/she is not able to volunteer at Mkombozi. The candidate is informed and the **process ends.**
 - If Immigration Authorities accept and process the volunteer's permit application, the **process proceeds to Step 13.**
- STEP 13:** Human Resources works with the Programme Coordinator(s) to establish a volunteer role description (as per discussions with the volunteer) and supervision structure.
- STEP 14:** Volunteer arrives in Tanzania and travels to Mkombozi in Moshi/ Arusha, as agreed.
- STEP 15:** Volunteer arrives at Mkombozi and is received by HR/Administrative Officer who shows them their accommodations and introduces them to the HR/Administrative Group and the Programme Coordinator(s) with whom they will work.
- STEP 16:** HR / Administrative Officer plans the volunteer's orientation schedule, handles any accommodation issues and other queries.
- STEP 17:** Human Resources & Programme Coordinator(s) finalise volunteer's role description, supervision structure and "plan of action".
- STEP 18:** Volunteer begins placement.

MKOMBOZI'S MINIMUM STANDARDS FOR INTERNATIONAL VOLUNTEERS:

- He/she can stay at Mkombozi for more than 6 months.
- He/she has, at least, a bachelor's degree and is not a "school leaver" or "gap year student".
- He/she adds value in terms of skills / experience, especially in social work, mental health, IT, fundraising, sports, drama or recreation.
- Students currently studying for a degree who wish to volunteer for their practical placement will be considered case by case.
- We prefer to have ONE volunteer per group at any time. This is decided on a first-come first-served basis.
- Foreign volunteers will not be permitted to work in the field in our target communities (this does not include street work).
- Willingness to learn Kiswahili is required.