**Annual Reporting Consultancy**

**Organisation:**

**Finn Church Aid**

**Title:**

Annual reporting consultant

**Location:**

Haïti

**Languages:**

English

**Contract Duration:**

1 month, starting in March 2017

**Documents for submission:**

1. Motivation letter
2. CV
3. Technical offer
4. Financial offer

Email: admin.lacro@kua.fi

**Deadline for offer submission is 8th of March, 2017, 10.00am.**

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| Primary purpose of the consultancy:Preparation of FCA Haiti 2016 annual report. |
| Main tasks | * Overall preparation of the annual report
* Revision of partner reports
* Interviews with country representative and finance manager to collect information necessary for the report
* Interviews with FCA Helsinki thematic advisors for further input
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| Competence, experience, skills, knowledge needed | * Master’s degree in Social Sciences or relevant field
* Proven ability to work independently and in cooperation with others in international context and with multicultural team
* Good knowledge of the Haitian context and FCA projects in the country
* Good knowledge of FCA thematic areas
* Fluency in English
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