



Thank you for your interest in volunteering with VSO.

The recruitment process to become VSO volunteer consists of several steps. We have also now moved to the new online system, therefore you will have to do everything online in the website.

Recruitment process for potential applicants from Indonesia:

1. Registration (deadline extended to 30 April 2011):

Please register through this link <http://www.vsobahaginan.org.ph/volunteer/apply.asp#0> on VSO Bahaginan website.

Once you have completed your Registration Form online, your data will be in the system. VSO will do the initial assessment based on this data, whether you meet the criteria for age, level of English, education, and minimum 3 year solid work experience.

- If you meet the criteria, you will receive a notification by email to invite you to fill out an application form. There will be a link to online application form.
- If you don't meet the criteria, you will also be notified by email and offered to explore other ways to get involved with VSO

This process will take 3-5 days. **Please remember to check your email within 5 days.**

2. Application (deadline extended to 8 May 2011):

You should go to the link sent to you to download the Application Form. **Please kindly fill out this form as soon as possible**, as there are usually a lot of applications coming in, it is better to send it in early.

Based on this VSO will contact you if you are shortlisted to proceed with phone interview.

3. Phone Interview (between 1 – 27 May 2011):

The phone interview will be conducted during this period. We will contact you to arrange for schedule convenient for you. The interview will usually take around 30 mins with each applicant. The purpose of this interview is to verify your application as well as to test your English fluency.

4. Assessment Day (11 – 12 June 2011):

After the phone interview, we will decide whether we will invite you to attend the Assessment Day. The location and venue are to be determined. Usually VSO will choose a city which is closest to where the majority of the applicants. The Assessment Day will be in the weekend as we understand most of you are probably still working and we don't want you to take leave for this.

Please kindly note that VSO promotes volunteering spirit and therefore applies a contribution scheme for applicants to attend Assessment Day, as follows:

- VSO will pay the real cost for your travel to Assessment Day up to Rp. 300,000. For example, if you live in Bali and the Assessment Day is in Jakarta, VSO will only reimburse you Rp. 300,000,- for your travel cost. If the Assessment Day is in Yogyakarta and you also live in Yogyakarta, VSO will reimburse you for taxi or public transportation based on the real cost.
- If you have to stay overnight due, VSO will provide accommodation in a simple nearby hotel

More detailed information will be provided in the invitation letter. Prior to Assessment Day you will be required to provide further documents.

The invitation will be sent to you at the latest 3 June 2011. If you are not invited, it means you did not pass the initial selection.

5. **Announcement of the 5 selected Indonesian Volunteers (14 – 15 June 2011):**

The selected applicants will be contacted by phone. Once selected, these volunteers' profiles will be put in our database to be matched with suitable placements with VSO's partner organisations in other developing countries. This is called the matching process and it may take a few days, or a few months.

6. **Pre Departure Trainings (9 – 10 July 2011):**

During matching process you can already be invited to attend pre-departure trainings, consisting of PFC (Preparing For Change Training) and WRV (Wider Role of Volunteers).

- PFC for Indonesian volunteers will be conducted in Indonesia. The location and venue for PFC in Indonesia will be determined based on where the majority of volunteers live. Prior to attending PFC we will ask you to have a thorough medical check-up. You are asked to pay for the medical check-up cost yourself, however once you are preparing to go abroad for your placement VSO will pay for vaccinations needed and provide you with full health insurance cover including medical evacuation (if needed) during the period of your placement.
- WRV will be facilitated by VSO Bahaginan in Manila, the Philippines. The tentative schedule is 21 – 24 July 2011. WRV is usually held 3 times a year.

All cost for PFC and WRV trainings are covered by VSO.

7. **Leaving for placement (starting August 2011):**

Once you are matched with a placement and have attended PFC and WRV trainings, then you are ready to go!

VSO will organise your travel and will cover the costs for:

- Visa
- Return flights from your city of residence

In placement, you will be provided with:

- Orientation training, including local language training if required
- Modest living allowance. It will be different from country to country, based on the prices of goods. As an example, VSO International volunteers working in Indonesia get Rp.2,365,000 per month
- Accommodation (usually contributed by partner organisation)
- Motorbike (if needed for your placement)

More detailed information about the terms and conditions of volunteering will be provided once you are selected.

We would suggest you to also read through Frequently Asked Questions on the VSO Bahaginan website <http://www.vsobahaginan.org.ph/volunteer/faqs/> to gain more understanding about volunteering with VSO.

Please also visit the blog of VSO volunteers from Indonesia whom are now in placement in Kenya, Thai-Burma border, Bangladesh, and Tajikistan. One more will leave for Guyana for 2 years next month.

<http://indonesianvolunteer.wordpress.com/>

We hope this information is useful for you. Please do not hesitate to send email to Indonesia.volunteering@vsoint.org should you have further query.

Best wishes,
Indonesia Volunteering Team