



IOM International Organization for Migration

Call for CVs GR 17/34 Field Coordinators (Safe Zones)

Position Title : **Field Coordinators (Safe Zones)**

Duty Station : **Various locations across Greece (Kavala, Drama, Serres, Ritsona)**

Classification : **Ungraded position, attractive remuneration package**

Type of Appointment : **Special short term contract with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **August 21st, 2017**

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, relocation, family reunification, counter trafficking, assistance to vulnerable migrants.

The incumbent will be responsible with Project manager for the timely and qualitative implementation of project activities, related to the protection, assistance and the supervision of the activities performed for unaccompanied minors, referral for specialized services and care, provision of basic needs packages, transportation and other emergency response project activities as needed in line with project framework.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

In the framework of the emergency situation regarding the migrants, asylum seekers and refugees across Greece, IOM Athens is establishing a pool of candidates interested to join the organisation as soon as possible.

Core Functions / Responsibilities:

Under the overall supervision of the Program Manager, and the direct supervision of the Program Coordinator (Safe Zones), the successful candidate will be responsible for the safe zone activities at the camp level.

The Field Coordinators (Safe Zones) will be working in the assigned refugees' camp and in close cooperation with the local government, in order to provide support to the unaccompanied minors located within the safe zones. In particular, she/he will:

1. Has the general overview of the safe zone's daily operation;
2. Coordination of the safe zones' activities and staff;
3. Ensures minors are getting the appropriate support and advice appropriately and meaningfully;
4. Coordinates with local actors, site management support and local community;
5. Represents IOM at the camp level, and in this capacity liaises with the representatives, local authorities, NGOs present and/or active in the camp, local hosting community;
6. Acts as focal point of contact in all matters related to the safe zones;
7. Prepares reports, briefs, logistical information statistics, narrative and statistical analysis as necessary and required.
8. Performs such other duties that may be assigned.

Required Qualifications and Experience

Education

- Bachelor degree from an accredited University with 2 years of relevant working experience, or high school degree with 4 years of relevant experience; Master's degree would be considered as an asset.

Experience

- Experience in child protection would be considered as an advantage;
- Field coordination experience with shelters / accommodation would be considered as an advantage;
- Experience in liaising with governmental and diplomatic authorities as well as with international institutions;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Experience in working in a multi-cultural environment;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Languages

- Excellent knowledge of Greek and English

Required Competencies

Behavioural

- Accountability – accepts and gives constructive criticism
- Client Orientation – identifies the immediate and peripheral clients of own work
- Continuous Learning – demonstrates interest in improving relevant skills
- Creativity and Initiative – proactively develops new ways to solve problems
- Leadership and Negotiation – convinces others to share resources
- Communication – listens and communicates clearly, adapting delivery to the audience
- Performance management – provide constructive feedback to colleagues
- Planning and Organizing – sets clear and achievable goals consistent with agreed priorities for self and others.
- Professionalism – Works effectively with people from different cultures by adapting to the relevant cultural contexts
- Teamwork – contributes to a collegial team environment; works effectively with people from different cultures by adapting to relevant cultural contexts
- Technological Awareness - proactively identifies and advocates for cost-efficient technology solutions

Technical

- Maintains confidentiality and discretion in appropriate areas of work;
- Works effectively with stakeholders;
- Working knowledge of MS Office;
- Delivers on set objectives in hardship situations;

Other

1. The position is subject to funding confirmation.
2. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in **English**, to iomathenscvhr@iom.int email address, quoting the vacancy notice number **CFCV GR 17/34 by 21st August, 2017** at the latest, referring to this advertisement. Only shortlisted candidates will be contacted.

Posting period:

From 07.08.2017 – 21.08.2017